

LEASE APPLICATION CHECKLIST

PLEASE INCLUDE WITH LEASE APPLICATION DOCUMENTS

Send to: normajean@aimrealtymanagement.com

Fax numbers: 281-440-4619 or 3571

Property: _____

Applicant(s): _____

Agent: _____

****Requested Move-in date: _____ (ASAP is not acceptable)**

The following items must be included for processing to begin:

- Lease Application on all occupants 18 years and older**
****Must be on current TAR Lease Application form dated 2-1-18**
NOTE: All other previous versions will not be accepted***
- **ALL sections must be complete, including top of page 1 and Pet Section. **Insert “N/A” where necessary**
- **Contact information for employer (who confirms employment at your company) and landlords for verification purposes must be included**
- **Explain any “yes” responses to questions on page 2 “Has Applicant Ever” section on top of page 3 (attach separate sheet if necessary)**
- Copy of valid (not expired) Government issued photo ID for each occupant 18 years or older**
- Copy of Social Security or ITIN card**
- 2 most recent paystubs and/or proof of other income Sources (Self-employed applicants must provide 2 years tax returns as proof of income)**
- Pet Photo(s) (if applicable)**

_____ **Application fee receipt (submitter receives e-mail when paid online)**

****Receipt from applicant is not mandatory however payment of fee is required**