

**LEASE APPLICATION CHECKLIST**  
*PLEASE INCLUDE WITH LEASE APPLICATION DOCUMENTS*  
Send to: [normajean@aimrealtymanagement.com](mailto: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 7-8-22*

*NOTE: All other previous versions will not be accepted\*\*\**

- **ALL sections must be complete, including top of page 1 and Animals 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 & 3 "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)**

**Animal 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**