

LEASE APPLICATION CHECKLIST

PLEASE INCLUDE DOCUMENTS WITH LEASE APPLIATION

Send to: normajeon@aimrealtymangement.com

Fax numbers: 281-440-3571

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 01/05/2026**

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 verifications 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 of 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 must be included)**

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

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

AIM REALTY, INC.

Phone: (281) 440-4418

FAX: (281) 440-3571

Property Manager AIM Realty, Inc. will process all lease applications, including credit - *Do not send Credit reports to our office. **We do not preview applications** – you must apply to be considered.

Application processing will not begin until all required documents and application fees are received. Processing takes 24-48 hours on average, ***dependent upon receipt of verification From employers, landlords and/or other verifications sources.**

ANIMAL(S): Unless otherwise noted in listing, animal(s) fees are negotiable and vary per property owner. Amounts will be determined when the processed application is presented to property owner.

NOTE: AIM Realty prohibits exotic animals such as pythons, rattlesnakes, etc. and the following dog Breeds: Pit Bull, Rottweiler, German Shepherd, Husky, American Staffordshire Terrier, Doberman Pinscher, Chow Chow, Akita, Malamute, Presa Canario, Wolf hybrid or any mix thereof.

Landlord requires picture of all animals with lease application

Animal Application fee: \$20 non-refundable per animal payable via our website or in the form of cash, Money order or cashier's check delivered to our office (no personal checks accepted). Step by step instructions how to pay application fee online can be found on the Lease application tab at

<https://www.aimrealtymanagement.com/>

Qualifying: Qualifying factors are (but not limited to) the following:

- Gross income – 3 times the rent amount
- Rental history
- Credit
- Criminal history (sex offenders are automatically disqualified)

Any falsification of information will automatically disqualify the applicant(s) or occupant(s).

*****Applicants are accepting property in current condition unless otherwise negotiated with Application.*** Any notations should be made on page 1 of Lease Application, near top where provided.

We must receive all of the following before processing will begin:

- **Completed, signed and dated TAR lease application for all occupants 18 years and older**

*Must use most recent form, TAR 2003 dated 01/05/2026

All sections must be completed including contact info. Insert N/A where necessary.

Enter "Anticipated Move in Date" (**ASAP is not acceptable; date must be provided)

Explain any "yes" answers to questions on pgs. 2& 3 – attach separate sheet if necessary

- **Proof of Income** – 2 most recent pay stubs (tax returns if self-employed) and proof of additional income sources
- **Copy of valid Gov't issued picture ID and Social Security/ITIN number required** (must be current and legible – expired documents are not acceptable)
- **Application fee** - \$50.00 Non-refundable per applicant payable via our website or in the form of cash, Money order or cashier's check delivered to our office (no personal checks accepted). Step by Step instructions how to pay application fee online can be found on the Lease Application tab at <https://www.aimrealtymanagement.com/>

Completed application and documents can be faxed to 281-440-3571 or scanned and emailed to normajean@aimrealtymanagement.com or brought to our office.

Landlord requires signed lease and security deposit, and \$150.00 admin fee, within 2 business days of application approval.

*****All funds due prior to move-in are payable to AIM Realty in certified funds (cashier's check or money Orders only.*** (Note that deposits and move in funds cannot be paid online by cash or personal check).

Keys are released Monday through Friday (Except holidays) by appointment only and upon receipt of all funds in accordance with the lease (certified funds only as noted above).

AIM Realty, Inc. does not discriminate against any person based on race, color, religion, sex, handicap, familial status or national origin.



RESIDENTIAL LEASE APPLICATION

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Each occupant and co-applicant 18 years or older must submit a separate application.

Property Address: _____
Anticipated: Move-in Date: _____ Monthly Rent: \$ _____ Security Deposit: \$ _____
Initial Lease Term Requested: _____ (months)

A. Applicant Identification:

Applicant's name (as listed on proof of identification) _____
Applicant's former last name (if applicable) _____
E-mail _____ Mobile Ph. _____
Work Ph. _____ Home Ph. _____
Do you consent to receiving text messages? [] yes [] no Soc. Sec. No. _____
Driver License/ID No. _____ in _____ (state) Date of Birth _____
Height _____ Weight _____ Eye Color _____ Hair Color _____

Are there co-applicants? [] yes [] no **Note: If yes, each co-applicant must submit a separate application.**

Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____
Co-applicant's name _____ relationship _____

B. Property Condition:

Applicant [] has [] has not viewed the Property in-person prior to submitting this application.

Applicant is strongly encouraged to view the Property in-person prior to submitting any application.

Landlord makes no express or implied warranties as to the Property's condition. Applicant requests Landlord consider the following repairs or treatments should Applicant and Landlord enter into a lease: _____

C. Representation and Marketing:

Is Applicant represented by a REALTOR® or other agent? [] yes [] no
If yes, Name: _____
Company: _____
E-mail: _____ Phone Number: _____

Applicant was made aware of Property via:
[] Sign [] Internet [] Other _____

Residential Lease Application concerning _____

D. Applicant Information:

Housing:

Applicant's Current Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: _____

Move In Date: _____ Move Out Date: _____ Rent \$ _____

Reason for move: _____

Applicant's Previous Address: _____ Apt. No. _____

(city, state, zip)

Landlord or Property Manager's Name: _____

Email: _____

Phone: _____

Move In Date _____ Move Out Date: _____ Rent \$ _____

Reason for move: _____

Employment and Other Income:

Applicant's Current Employer: _____

Address: _____ (street, city, state, zip)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

Start Date: _____ Gross Monthly Income: \$ _____ Position: _____

Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.

Applicant's Previous Employer: _____

Address: _____ (street, city, state, zip)

Employment Verification Contact: _____ Phone: _____

Fax: _____ E-mail: _____

Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Note: Applicant is responsible for including the appropriate contact information for employment verification purposes.

Describe other income Applicant wants considered: _____

Emergency Contact: (Do <u>not</u> insert the name of an occupant or co-applicant.)			
Name and Relationship: _____			
Address: _____			
City: _____	State: _____	Zip Code: _____	
Phone: _____	E-mail: _____		

E. Occupant Information:

Name all other persons that are not co-applicants who will occupy the Property:

Name: _____ Relationship: _____ DOB: _____

F. Vehicle Information:

List all vehicles to be parked on the Property (cars, trucks, boats, trailers, motorcycles, other types of vehicles):

Type	Year	Make	Model	License Plate No./State	Mo. Payment

Note: State, local, and/or HOA ordinances may restrict your ability to park certain vehicles on the Property.

G. Animals:

Will any animals (dogs, cats, birds, reptiles, fish, other types of animals) be kept on the Property?

yes no

If yes, list all animals to be kept on the Property:

Type & Breed	Name	Color	Weight	Age in Yrs.	Gender	Neutered?	Bite History?	Rabies Shots Current?	Assistance Animal?
						<input type="checkbox"/> Y <input type="checkbox"/> N			
						<input type="checkbox"/> Y <input type="checkbox"/> N			
						<input type="checkbox"/> Y <input type="checkbox"/> N			
						<input type="checkbox"/> Y <input type="checkbox"/> N			

If any of the animals listed above are assistance animals, please provide appropriate documentation with a reasonable accommodation request for the assistance animal(s).

H. Additional Information:

- | | | |
|--------------------------|--------------------------|--|
| <u>Yes</u> | <u>No</u> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any waterbeds or water-filled furniture be on the Property? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does anyone who will occupy the Property smoke or vape? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will Applicant maintain renter's insurance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is Applicant or Applicant's spouse, even if separated, in military? |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, is the military person serving under orders limiting the military person's stay to one year or less? |

- Has Applicant ever:
- | | | |
|--------------------------|--------------------------|---|
| <u>Yes</u> | <u>No</u> | |
| <input type="checkbox"/> | <input type="checkbox"/> | been evicted? |
| <input type="checkbox"/> | <input type="checkbox"/> | been asked to move out by a landlord? |
| <input type="checkbox"/> | <input type="checkbox"/> | breached a lease or rental agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | filed for bankruptcy? |
| <input type="checkbox"/> | <input type="checkbox"/> | lost property in a foreclosure? |
| <input type="checkbox"/> | <input type="checkbox"/> | been convicted of a crime? If yes, provide the location, year, and type of conviction below. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is any occupant a registered sex offender? If yes, provide the location, year, and type of conviction below. |
| <input type="checkbox"/> | <input type="checkbox"/> | Has applicant had <u>any</u> credit problems, slow-pays or delinquencies? If yes, provide more information below. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there additional information Applicant wants considered? |

Additional comments: _____

I. Authorization:

Applicant authorizes Landlord and Landlord's authorized agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Fees: Applicant submits a non-refundable fee of \$ _____ to **AIM REALTY, INC.** (entity or individual) for processing and reviewing this application.

Applicant submits will not submit an application deposit of \$ _____ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.

Notice: Pursuant to Texas Property Code Chapter 5, Subchapter H, certain buyers and renters may be prohibited from purchasing real property or entering into leases for one year or more. Buyers and renters who believe these restrictions may apply to them should consult an attorney before entering into the transaction.

Acknowledgement & Representation:

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.
- (4) Applicant is responsible for any costs associated with obtaining information.

Applicant's Signature Date

<i>For Landlord's Use:</i>	
On _____,	_____ (name/initials) notified <input type="checkbox"/> Applicant
<input type="checkbox"/> _____	by <input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/> in person that Applicant was <input type="checkbox"/> approved
<input type="checkbox"/> not approved. Reason for disapproval: _____	



AUTHORIZATION TO RELEASE INFORMATION RELATED TO A RESIDENTIAL LEASE APPLICANT

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I, _____ (Applicant), have submitted an application
to lease a property located at _____
_____ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

_____ **AIM REALTY, INC.** _____ (name)
_____ **14417 CORNERSTONE VILLAGE** _____ (address)
_____ **HOUSTON, TX 77014** _____ (city, state, zip)
_____ **(281)440-4418** _____ (phone) _____ **(281)440-3571** _____ (fax)
_____ **normaje@aimrealtymanagement.com** _____ (e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

Applicant's Signature _____ Date _____

Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.



TENANT AND OCCUPANT INFORMATION

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CONCERNING THE RESIDENTIAL LEASE OF THE PROPERTY AT _____

A. Please list the Tenants from the above-referenced lease:

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Social Security/TIN _____ Marital Status _____

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Social Security/TIN _____ Marital Status _____

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Social Security/TIN _____ Marital Status _____

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Social Security/TIN _____ Marital Status _____

B. Please list any other Occupants who are not Tenants from the above-referenced lease:

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Marital Status _____

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Marital Status _____

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Marital Status _____

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) Height _____
Date of Birth _____ Marital Status _____

Residential Lease concerning: _____

Name (first, middle, last) _____ Age: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) _____
Date of Birth _____ Height _____ Marital Status _____

C. Please list the named representatives who may represent the Tenants in the event of death under Paragraph 34F of the above-referenced lease (note: do not list the tenant or other occupant in this section):

Name (first, middle, last) _____ Age: _____
Date of Birth _____ Relationship: _____
E-mail _____ Home Phone _____ Mobile _____
Driver License No. _____ in _____ (state) _____

D. Please list any animal(s) on the Property and provide the following information:

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current yes no Assistance animal? yes no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current yes no Assistance animal? yes no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current yes no Assistance animal? yes no

Type: _____ Breed: _____ Name: _____
Color: _____ Weight: _____ Age: _____ Gender: _____
Spayed/Neutered? yes no Rabies Shots Current yes no Assistance animal? yes no

E. Emergency Contact: (Do not insert the name of an occupant or tenant.)

Name and Relationship: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ E-mail: _____

F. Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Note: This form is informational only and does not amend the lease.

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____



RESIDENTIAL LEASE SIGHT UNSEEN ADDENDUM

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ADDENDUM TO RESIDENTIAL LEASE CONCERNING THE PROPERTY AT _____

A. **VIEWING OF PROPERTY:** Tenant viewed the Property in the following manner: *(Check all the boxes that apply.)*

- Tenant viewed the Property online through pictures, videos, or a 3-Dimensional tour;
- Tenant's representative viewed the Property on the Tenant's behalf;
- Tenant's representative performed a virtual showing of the Property through video-conferencing system, including but not limited to, FaceTime, Zoom, WhatsApp, etc.;
- Tenant has not viewed the Property through any method; or
- Other: _____

B. **SIGHT UNSEEN NOTICE:** Tenant is given the opportunity to inspect the Property prior to signing the lease. A Tenant who declines to do so and chooses to sign the Lease on the Property sight unseen does so at their own risk. Tenant accepts the Property "as is" and Landlord is under no obligation to make any changes upon Tenant viewing the Property. Tenant will be bound to all provisions of the Lease irrespective of Tenant viewing the Property before signing the Lease.

The undersigned Tenant acknowledges receipt of the foregoing notice.

Landlord Date

Tenant Date

Landlord Date

Tenant Date

Or signed for Landlord under written property management agreement or power of attorney:

Tenant Date

By: _____

Tenant Date

Printed Name: _____

Firm Name: _____



Tenant Selection Criteria for AIM Realty, Inc.

AIM Realty, Inc. processes lease applications by examining and verifying the following information:

- o Credit Report
- o Employment
- o Rental History

The following factors could impact the final decision rendered by the owner:

- o Income
- o Job stability
- o Negative credit
- o Criminal history
- o Negative rental or lack of rental history
- o Pets

AIM Realty, Inc. does not discriminate against any person based on race, color, religion, sex, handicap, familial status or national origin.