

AIM REALTY, INC.
Phone: (281) 440-4418
FAX: (281) 440-4619 or 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** – 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 verification sources.*

PETS: Unless otherwise noted in listing, pet 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 pets 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 pets with lease application

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 2/1/18*

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 page 2 – 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** - \$45.00 Non-refundable 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 www.aimrealtymanagement.com

Completed application and documents can be faxed to 281-440-4619 **or** scanned and emailed to normaje@aimrealtymanagement.com **or** brought to our office.

Landlord requires signed lease and security deposit 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.