

LEASE APPLICATION CHECKLIST
TO BE INCLUDED WITH LEASE APPLICATION DOCUMENTS
Send to: norma jean@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 or older**
 - **ALL sections must be completed, including Pet Section (*insert N/A where necessary)**
 - **Contact information of employers and landlords for verification purposes must be on application(s)**
 - **Explain any “yes” response to questions on page 2 “Has Applicant ever” section on top of page 3 (attach separate sheet if necessary)**
 - Copy of valid Government issued photo ID (for each applicant 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

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 norma@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.



Received on _____ (date) at _____ (time)

TEXAS ASSOCIATION OF REALTORS® 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)

Property Condition: **Applicant is strongly encouraged to view the Property 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: _____

Applicant was referred to Landlord by:
 Real estate agent _____ (name) _____ (phone) _____ (e-mail)
 Newspaper Sign Internet Other _____

Applicant's name (first, middle, last) _____
Is there a co-applicant? yes no **If yes, co-applicant must submit a separate application.**
Applicant's former last name (maiden or married) _____

E-mail _____ Home Phone _____
Work Phone _____ Mobile/Pager _____
Soc. Sec. No. _____ Driver License No. _____ in _____ (state)
Date of Birth _____ Height _____ Weight _____ Eye Color _____
Hair Color _____ Marital Status _____ Citizenship _____ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)
Name: _____
Address: _____
Phone: _____ E-mail: _____

Name all other persons who will occupy the Property:
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

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

Landlord or Property Manager's Name: _____ Email: _____ (city, state, zip)
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____
Date Moved-In: _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

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

Landlord or Property Manager's Name: _____ Email: _____ (city, state, zip)
Phone: Day: _____ Nt: _____ Mb: _____ Fax: _____

Residential Lease Application concerning _____

Date Moved-In _____ Move-Out Date _____ Rent \$ _____
Reason for move: _____

Applicant's Current Employer: _____
Address: _____ (street, city, state, zip)
Supervisor's Name: _____ 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)
Supervisor's Name: _____ Phone: _____ Fax: _____
E-mail: _____
Employed from _____ to _____ Gross Monthly Income: \$ _____ Position: _____

Describe other income Applicant wants considered: _____

List all vehicles to be parked on the Property:

| Type | Year | Make | Model | License Plate No./State | Mo.Pymnt. |
|------|------|------|-------|-------------------------|-----------|
| | | | | | |
| | | | | | |

Will any pets (dogs, cats, birds, reptiles, fish, and other pets) be kept on the Property? yes no
If yes, list all pets to be kept on the Property:

| Type & Breed | Name | Color | Weight | Age in Yrs. | Gender | Neutered? | Declawed? | Rabies Shots Current? | Bite History? |
|--------------|------|-------|--------|-------------|--------|---|---|---|---|
| | | | | | | <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 |
| | | | | | | <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 |
| | | | | | | <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 |
| | | | | | | <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 |

| Yes | No | |
|--------------------------|--------------------------|--|
| <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? |
| <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? |
| | | If yes, is the military person serving under orders limiting the military person's stay to one year or less? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has Applicant ever: |
| <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"/> | had <u>any</u> credit problems, including any outstanding debt (e.g., student loans or medical bills), slow-pays or delinquencies? |
| <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"/> | Is there additional information Applicant wants considered? |

Residential Lease Application concerning _____

Additional comments: _____

Authorization: Applicant authorizes Landlord and Landlord's 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 _____ (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.

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.

Applicant's Signature _____

Date _____

For Landlord's Use:

On _____, _____ (name/initials) notified

Applicant _____ by phone mail e-mail fax in person that Applicant was

approved not approved. Reason for disapproval: _____

Residential Lease Application concerning _____



TEXAS ASSOCIATION OF REALTORS®
**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**
USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.
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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 DR.** _____ (address)
_____ **HOUSTON, TX 77014** _____ (city, state, zip)
_____ **(281)440-4418 X 201** (phone) _____ **(281)440-4619** (fax)
_____ **NORMAJEAN@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 Selection Criteria for AIM Realty, Inc.

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

- Credit Report
- Employment
- Rental History

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

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

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

***AIM Realty, Inc. – Directions and hours
14417 Cornerstone Village Dr.
Houston, TX 77014
281-440-4418***

The office is open from 9:00 to 5:00 and closed 12:00 to 1:00 for lunch Monday through Friday (we are closed Saturday and Sunday). The entry gate to the office complex is open from 7:00 am to 7:00 pm Monday through Friday and Saturday from 8:00 am to 5:00 pm - gates are closed all day Sunday and at all other times. There is a drop slot to the left of the door for after hours drop off.

Westbound on 1960 from I-45:

Turn left onto Walters (Wal-Mart is on the right). Turn right at the next street light onto Bammel N. Houston and get into the left lane. Our entrance is on the left past Falling Creek- the marble marquee says “Point Center Office Park”. Follow driveway to one story building.

Eastbound on 1960 from Hwy. 249 or Hwy. 290:

Stay on 1960. Make a right onto Falling Creek Dr. (3rd street light past Veteran’s Memorial/Stuebner Airline). Make a right at the next street light onto Bammel N. Houston and immediately get into the left lane. Our entrance is on the left - the marble marquee says “Point Center Office Park”. Follow driveway to one story building.

From Beltway 8

Heading West: Exit Veterans Memorial, turn right onto street. Go 3 miles and turn right onto Bammel N. Houston. Stay in right lane and turn into “Point Center Office Park”. Follow driveway to one story building.

Heading North/North East: Exit 249/Bammel N. Houston to the right onto service road. Make left at 3rd signal light onto Bammel N. Houston. After you pass Veterans Memorial – stay in right lane and turn into “Point Center Office Park”. Follow driveway to one story building.

AIM Realty – Instructions for paying online

Note: A 3% convenience fee will be added to the transaction

Go to: www.aimrealtymanagement.com

Click on the Green box "Owner or Tenant Payments"

Step 1 – Enter Your Information

Select "Tenant Payment"

Enter address of the house you are applying for/want to lease

Enter application fee amount

Click "Calculate" button

Step 2 – Confirm Your Info

Click the Orange "PayPal Buy Now" button

Choose a way to pay

Enter requested information to pay as a guest

Select "Continue" button

Payment Method

Enter credit card information

Select "Review and Continue"

Follow directions to complete transaction

**Print receipt for your records after finalizing transaction