



Empire Estate Agents

ABN 95 104 145 968

Licensed Real Estate Agents

License: 48310

966 Albany Highway

PO Box 1176

East Victoria Park WA 6981

Phone (08) 9262 0400

Facsimile (08) 9262 0411

RENTAL APPLICATION FORM

To ensure we can begin processing without delay we provide the following, which details the required documentation and information. Your application CANNOT be processed unless all required supporting documents have been attached/ included in your application.

IDENTIFICATION

Provide a copy of ONE form of Photo identification:

- Current Drivers License, OR
- Current Passport, OR
- Student ID/ Proof of Age Card

Provide copies of TWO forms of other identification:

- Birth Certificate
- Medicare Card
- Health Care Card

- Pension Card
- Bank Card

Provide copies of TWO documents showing your name and address:

- Moto Vehicle registration
- Electricity or Gas account
- Water account

- Telephone account
- Bank Statement

PROOF OF INCOME

Provide a copy of ONE of the following:

- Copy of TWO most recent payslips
- If applicable copy of Centrelink statement
- If self-employed copy of most recent tax return

DEPOSIT: NO deposit is required to submit your application. **However once your application has been accepted you have 48 hours to pay your move in costs to secure the property**

PROCESSING: When completed correctly (with required documentation attached) we will process your application within **three business days**. We make every effort to process within this time, however delays are inevitable and we thank you for your patients.

Applications can be hand delivered to the office by 4:30pm Monday—Friday or emailed through to the following email:

reception@empireestateagents.com

SHOULD YOU HAVE ANY QUESTONS PLEASE FEEL FREE TO CONTACT OUR OFFICE