How to add extra documents to your current application after submitting:

See instruction above the images marked Step **1-10**. The **Arrows** will point the way

Step 1: Go to the t-app.com.au site and login

Step 2: Enter your email address and password

Step 3: Click on the ATTACHMENTS button

Step 4: Agree to the terms and click Continue:

tApp*
ELECTRONIC APPLICATION

Home   Apply For Tenancy   My Applications   Profile   Attachments   QR Code   Feedback

Attachments

Please do not upload all documents as a single attachment. Each individual document i.e. passport, driver's licence etc. should be added as the correct type. This is important for privacy compliance.

☑ I, the applicant, have read and understood the above statement and take full responsibility for attaching my documents as the correct types.

Continue to Attachments

Step 5: Use the QR Code to sign documents with your finger or choose the buttons to print, sign and scan

- Allowable file formats are: .gif, .jpg, .png, .pdf. Maximum size 10MB.

To Add an Attachment: Select the attachment type and then click the 'Add' button to locate the document and add it to your Profile.

To Delete an Attachment: Click the 'Delete' button next to the attachment(s) you wish to remove.

Have you forgotten to download a document?

TRA Disclosure   **NSW Real Estate Agent Requirements**   **Pet Application**   **Sight Unseen Agreement**

To Sign Documents Electronically on your phone:

1. Scan the relevant QR Code using your phone camera
2. Sign the document on your phone
3. **Click here to refresh this page and view the new attachment**

TRA Disclosure   **NSW Agent Requirements**

You have [245] of [100] points required for identification.

IMPORTANT: Each Document will be added to your profile and all live applications.
(Except for the "Sight Unseen Agreement" which is for a specific property)

Select document: Please select....   ▼

Step 6: Click on the drop-down bar to choose from the list

You have **230** of **100** points required for identification.

IMPORTANT: Each Document will be added to your profile and all live applications

Select document: Please select.... ▼

Type		Preview	
Bank Statement 1		View	Delete
Birth Certificate (**70 Points**)		View	Delete
Driver's License (**40 Points**)		View	Delete
Ledger		View	Delete
Medicare Card (**25 Points**)		View	Delete
Other Document: Other Document		View	Delete
Other Document: Other Document		View	Delete
Passport (**70 Points**)		View	Delete

Step 7: Choose the title you wish to attach your document too

You have **230** of **100** points required for identification.

IMPORTANT: Each Document will be added to your profile and all live applications.

Select document: Please select.... ▼

Please select....	Bank Statement 1	Bank Statement 2	Bank Statement 3
Birth Card	Birth Certificate	Business Registration	Centrelink Card
Citizenship Certificate	Company Statement	Council Rates	Driver's Lic. (Foreign)
Driver's License	Government Photo ID	Group certificate	Lease/Rent Agreement
Ledger	Marriage Certificate	Medicare Card	Mortgage Statement
Notice of Assessment	NSW Agent Req.	Other Proof of Income	Passport
Pay Slip 1	Pay Slip 2	Pay Slip 3	Pet Application 1
Pet Application 2	Pet Application 3	Pet Photo (additonal)	Photo ID
Proof of Benefits	Reference (Agent)	Reference (Employer) 1	Reference (Employer) 2
Reference (Landlord)	Reference (Personal)	Rental Receipt 1	Rental Receipt 2
Rental Receipt 3	Rental Receipt 4	Student ID	Tax Return
Tenant History	TRA Disclosure	Utility Bill 1	Utility Bill 2
Utility Bill 3	Vehicle Registration 1	Vehicle Registration 2	Veteran's Affairs Card
Visa - Student	Visa - Working	Water Bill	Other

Type			
Bank Statement 1			
Birth Certificate (**70 Points**)			
Driver's License (**40 Points**)			
Ledger			
Medicare Card (**25 Points**)			
Other Document: Other Document			
Other Document: Other Document		View	Delete
Passport (**70 Points**)		View	Delete

Step 8: Click on the Add Document Button

You have **230** of **100** points required for identification.

IMPORTANT: Each Document will be added to your profile and all live applications.

Select document:

TRA Disclosure ▼

Add Document

Type	Preview	
Bank Statement 1	View	Delete
Birth Certificate (**70 Points**)	View	Delete
Driver's License (**40 Points**)	View	Delete
Ledger	View	Delete
Medicare Card (**25 Points**)	View	Delete
Other Document: Other Document	View	Delete
Other Document: Other Document	View	Delete

Step 9: If the document name is not in the list, choose the title "other"

You have **230** of **100** points required for identification.

IMPORTANT: Each Document will be added to your profile and all live applications.

Select document:

Add Document

TRA Disclosure ▼

Please select....	Bank Statement 1	Bank Statement 2	Bank Statement 3
Birth Card	Birth Certificate	Business Registration	Centrelink Card
Citizenship Certificate	Company Statement	Council Rates	Driver's Lic. (Foreign)
Driver's License	Government Photo ID	Group certificate	Lease/Rent Agreement
Ledger	Marriage Certificate	Medicare Card	Mortgage Statement
Notice of Assessment	NSW Agent Req.	Other Proof of Income	Passport
Pay Slip 1	Pay Slip 2	Pay Slip 3	Pet Application 1
Pet Application 2	Pet Application 3	Pet Photo (additonal)	Photo ID
Proof of Benefits	Reference (Agent)	Reference (Employer) 1	Reference (Employer) 2
Reference (Landlord)	Reference (Personal)	Rental Receipt 1	Rental Receipt 2
Rental Receipt 3	Rental Receipt 4	Student ID	Tax Return
Tenant History	TRA Disclosure	Utility Bill 1	Utility Bill 2
Utility Bill 3	Vehicle Registration 1	Vehicle Registration 2	Veteran's Affairs Card
Visa - Student	Visa - Working	Water Bill	Other

Type		
Bank Statement 1		
Birth Certificate (**70 Points**)		
Driver's License (**40 Points**)		
Ledger		
Medicare Card (**25 Points**)		
Other Document: Other Document	View	Delete
Other Document: Other Document	View	Delete

Step 10: Enter the name of the document and click Add

You have 230 of 100 points required for identification.

IMPORTANT: Each Document will be added to your profile and all live applications.

Select document:

Other ▼

Document name:

[   ]

Add Document

Type	Preview	
Bank Statement 1	View	Delete
Birth Certificate (**70 Points**)	View	Delete
Driver's License (**40 Points**)	View	Delete
Ledger	View	Delete
Medicare Card (**25 Points**)	View	Delete

This process applies to all Documents
Good Luck**,**

The **tApp** team**.**