




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

A screenshot of the tApp website homepage. At the top left is the tApp logo. To its right is a navigation menu with links for HOME, ABOUT US, SERVICES, FAQ'S, CONTACT, SIGN UP, and TENANT LOGIN. A large red arrow points down to the TENANT LOGIN link. Below the navigation is a large banner image of a smiling woman. Overlaid on the left side of the banner is the text 'TENANCY APPLICATIONS WITH EASE, SECURITY AND EXCEPTIONAL SERVICE'. Below this text are three buttons labeled 'REAL ESTATE AGENTS', 'LANDLORDS', and 'TENANTS'. At the bottom of the page, there is a section with the heading 'tApp - Online Applications for the Australian Real Estate Industry.' and a 'Contact Us Now' button with an envelope icon. A short paragraph of text is located below the heading.


tApp - Online Applications for the Australian Real Estate Industry.

 [Contact Us Now](#)

Over 23 years of serving tenants and agents in the Real Estate Industry we have developed our system to save time, stress and money. Our products are well received by Property Managers around Australia. Our success is due to the fact that we listen to our clients and as we provide solutions we evolve and grow together creating a healthy environment of success for all.

Step 2: Enter your email address and password

LOG IN | SIGN UP



Welcome to tApp pronounced tee-App


Email: ←

Password: ←


[Log In](#)

[Reset your password](#)

Step 3: Click on the ATTACHMENTS button




Home Apply For Tenancy My Applications Profile Attachments QR Code Feedback

 Welcome Veronica!

You can [modify your profile details](#) and [attachments](#), [add a document to an existing application](#) and [view your history](#). If you wish to delete your profile, [click here](#). Please feel free to [contact us](#) with any questions or feedback.

Give yourself an edge on other applicants, get yourself verified and stand out from the crowd >>>



[Apply for Tenancy](#) [Attachments](#) ←

[Edit Profile](#) [Inspection QR Code](#)

Step 4: Agree to the terms and click Continue:

WELCOME VERONICA | | LOG OUT

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:

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 to

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

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 (additional)	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

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: 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

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 (additional) 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 

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.