



AUSSIE
RENTERS

2Apply Booklet

the process explained

How to make application quickly and
hassle free

Table of Contents

[How to prepare your application using 2Apply](#)

[Sign up and log in](#)

[New application](#)

[Logging In to your Account](#)

[Rental Profile](#)

[Tenant details](#)

[Application Documents \(category\)](#)

[Making application for a rental property](#)

[How to start an application](#)

[Your Rental Profile has been imported](#)

[Completing the application](#)

[Property Details](#)

[Other Occupants](#)

[Identity and Tenancy History Verification](#)

[Required Monies](#)

[Utilities Connections](#)

[Submitting your rental property application](#)

[Saved but not submitted](#)

[Submitted rental property applications](#)

[Applications](#)

[Use the rental application for a paper application](#)

How to prepare your application using 2Apply

2Apply has two separate processes that must be 100% complete before a property application can be submitted. Each tenant has an individual login for their personal details and each property you make an application for, will have its own form to complete. Your details are saved under **Your Rental Profile** and the properties are saved under **Applications**.

Each dropdown section has either a list of what needs to be completed on the right hand side of the category with a:

- **Dropdowns** present a form to complete
- **Dropdown categories** can have additional dropdowns presenting extra forms that need to be completed
- **Score** showing how much is needed to ensure this section is complete e.g. 0/100 or 100/100
- **Incomplete/Completed** listed until the correct amount of information or documentation has been supplied.

Different sections require answers and/or images/documents to be uploaded. The additional items can be either dragged and dropped into the cloud upload icon or you can navigate to the folder that contains the additional item.

The screenshot shows the 2Apply application completion interface. On the left is a sidebar with navigation links: Dashboard, Your Rental Profile, Improve Star Rating, Applications, Viewed Properties, and FAQ. Below these is a 'Help' button. The main content area displays a list of application sections with their completion status:

Section	Status
Financials	Complete
References	Complete
Application Documents	120 / 100 Points Minimum Complete
Identity and Tenancy History Verification	Incomplete
Terms & Conditions	Incomplete

At the bottom, there is a progress bar showing '83% Complete' and two buttons: 'Save' and 'Submit Application'.

Sign up and log in

New application

If your name is going to appear on the tenancy agreement, then you must complete a Rental Profile. There is nowhere in the Rental Profile to link tenants and this is instigated when you make an application for the property (the first question).

Please note: complete one application, log out then start on the next person. The web browser will only present the current logged in person and multiple people cannot be logged in on the same computer!

1. Create a [new account](#)
2. Complete your details (note the * are compulsory and must be answered)
3. Select the **State** you live in
4. Select **Create Account**
5. The **Validation code** will be emailed the nominated email account
6. Enter the 6 digit code (you can double click and copy ⇒ paste the code)
7. Select **Log In**

Let's get started!
Please enter your details below.


<p>First Name *</p> <input type="text" value="First name"/>	<p>Last Name *</p> <input type="text" value="Last name"/>	<p>Mobile or Email</p> <input type="text" value="anneparker@hotmail.com"/>
<p>Email *</p> <input type="text" value="Email"/>		<p>PIN Forgot PIN? No PIN?</p> <input type="text" value="..."/>
<p>Mobile</p> <input type="text" value="Mobile"/>	<p>Desired PIN *</p> <input type="text" value="Create a PIN"/>	<p>Log In</p>
<p>Where are you planning to live?</p> <p><input type="radio"/> Australia</p> <p><input type="radio"/> New Zealand</p> <p><input type="radio"/> United Kingdom</p>		<p>Don't have an account?</p> <p>Create new account</p>
<p>Create Account</p>		

Logging In to your Account

On each and every occasion, 2Apply will require a Validation Code so you must have access to your emails or mobile phone. The Dashboard will be presented upon login and you will be logged out if you leave the page for an extended period of time.

Rental Profile

Tenant details


Once you have logged in, **2Apply** will present the **Dashboard** with your profile is accessible by clicking **Profile** (top right hand corner). These details are the *New Account* details and can be updated and saved if you need to change anything. If you are using a mobile phone to complete the application, select on the “hamburger” 

A fair bit of detail is required to complete **Your Rental Profile** and you can save your details as you progress through the application. To add to your confusion, some of your rental profile details will be inserted into the property application to be responded to again.

1. Scroll down until you see **Applicant Details**
2. Click on the dropdown arrow or on the word *Applicant Details* and a form will be presenting requiring your personal details with some fields already completed
3. Complete the form
4. Click on **Dependents** and you will see *Application Details* form closes
5. If you have Dependents, click on Add Dependent otherwise move onto the next category

Fill out your profile
This profile can be filled out before you've applied for a property – this will reduce the work after you've found what you want to apply for!

Applicant Details ^





Title
-- Select --


Gender
-- Select --







Date of Birth
dd/mm/yyyy


First Name

Clicking on the title of the category opens and closes the entry / information form. The **Rental Profile** can be saved as you complete each form or at the end. **2Apply** have added help information in each category and anything you “+Add” can be “**Removed**”

2Apply 

 Dashboard
 Your Rental Profile
 Improve Star Rating
 Applications
 Viewed Properties
 FAQ




Dependents ^


Dependents

First Name Last Name Age Gender
E.g. 5 years Unspecified

Relationship Currently living with you Receiving child support for
-- Select -- -- Select --

Comments



You can always come back and edit your rental profile 

Application Documents (category)

This category requires you to provide 100 points of identification and after noting some particulars about the id, you must upload the document. **2Apply** offer 10MB per upload and support picture and PDF documents.

1. Click on **Primary Documents**
2. From the list provided, **click on the check box** to highlight the identification you intend to provide
3. Enter details from you identification
4. To load your identification, you can either drag and drop the document into **Cloud Upload** or click on the **Cloud Upload icon** and your directory (folders) will appear to navigate to where the document is
5. Upload your document
6. When you click on **Secondary Documents**, you will notice the **0/40 Points Minimum** has changed to **40/40 Points Minimum** and the colour of the font has changed to green
7. Continue completing your **Rental Profile** clicking **Save Profile** as you go along

2Apply

Profile

Application Documents 0 / 100 Points Minimum

Please upload supporting documents to reach the required 100 points.

Primary Documents (Category A) 0 / 40 Points Minimum

Secondary Documents (Category B) 0 / 40 Points Minimum

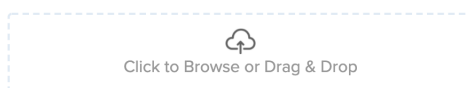
Proof of Income 0 / 20 Points Minimum

You can use the above categories to reach the minimum requirements within each category, but you need to meet the overall identification requirements

You can always come back and edit your rental profile

Save Profile

Help



2Apply

Profile

Driver Licence (40 pts)

Citizenship Certificate (40 pts)

Student Card (40 pts)

Travel Visa (20 pts)

Marriage Certificate (40 pts)

Birth Certificate (40 pts)

Passport (40 pts)

Medicare Card (20 pts)

Proof of Age Card (20 pts)

Birth Certificate

Issued Date

dd/mm/yyyy

Birth Certificate Files

Please upload a copy of your birth certificate

Click to Browse or Drag & Drop

The 2Apply form supports up to 10MB files. 2Apply will accept .jpg, .png, .jpeg, .pdf and .tiff files.

You can always come back and edit your rental profile

Save Profile

Help

Making application for a rental property

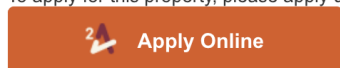
How to start an application

There are two ways to apply for a property using **2Apply**. They offer an App that can be downloaded and used to make an application or correspondence received via email will contain a button to make an application.

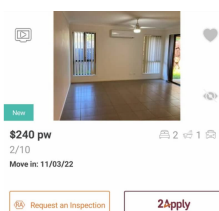
Please note: first time users on [TenantApp](#) will need to answer a few questions immediately after logging in.

Via Email

To apply for this property, please apply using

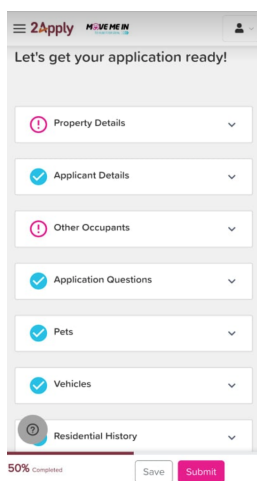


Via TenantApp

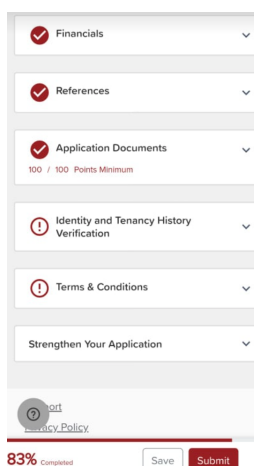


Your Rental Profile has been imported

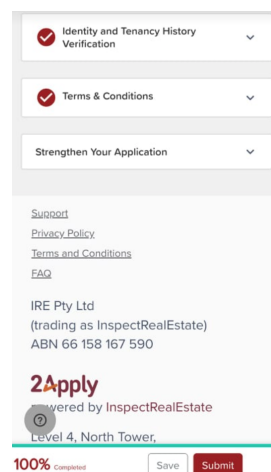
Every time you wish to apply for a rental property, this is how you will process it.



Your information has been imported and has been ticked off the list!




Complete the others until you reach 100% and the line at the bottom turns green.



The agent may want you to confirm the bond and rent in advance payments while other agents do not require this to be confirmed. This list of categories will change from application to application.

Completing the application

As you go through the application, enter the information required and to ensure no information is lost, click 

Property Details

Nominate the date you wish to start occupying the rental property and the length of the tenancy agreement you were wishing to sign.

Other Occupants

Link the other tenant/s who will be listed in the tenancy agreement. You are required to +Add this information and after you have entered the person's details, click [Save](#) in this form before clicking on another category.

Identity and Tenancy History Verification

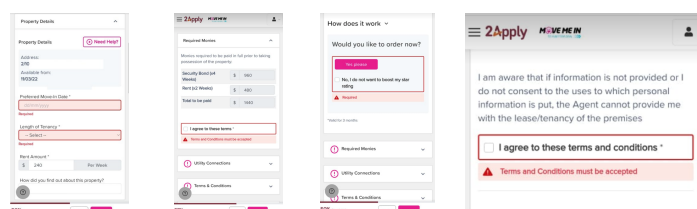
This is listed in Your Rental Profile and re-appears in the application process. If you are trying to submit your application and it will not work, chances are this needs to be checked or ordered.

Required Monies

This may or may not be in your application, the agent has the ability to nominate the forms they wish the prospective tenant to complete and you will be asked to agree with the terms.

Utilities Connections

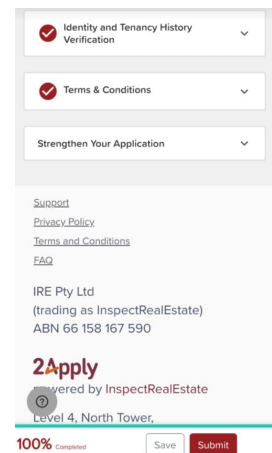
You can nominate the organisation listed to help you move. Watch their video and see what they have to offer.



Submitting your rental property application

TenantApp will not permit you to submit your application until you are 100% completed and a green line is visible showing you the application is fine to be submitted.

If your application does not show **100%** and you cannot see the **green line**, scroll up to locate the highlighted category. Chances are one of the check boxes has not been ticked.

A screenshot of the 2Apply application completion status bar. It shows three categories: 'Identity and Tenancy History Verification' with a red checkmark, 'Terms & Conditions' with a red checkmark, and 'Strengthen Your Application' with a dropdown arrow. Below these are links for 'Support', 'Privacy Policy', 'Terms and Conditions', and 'FAQ'. The company name 'IRE Pty Ltd (trading as InspectRealEstate)' and ABN '66 158 167 590' are listed. The 2Apply logo is present, followed by 'Powered by InspectRealEstate' and 'Level 4, North Tower,'. At the bottom, it shows '100% Completed' with a green progress bar, and 'Save' and 'Submit' buttons.

Click on Submit when the application is ready to go!

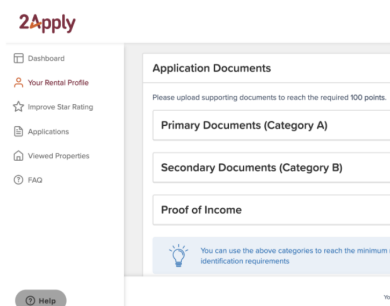
Please note:

- Your rental application can be found under **Applications** on the Dashboard
- Other tenant application/s activity will be displayed on the property profile
- A copy of the application can be downloaded and saved

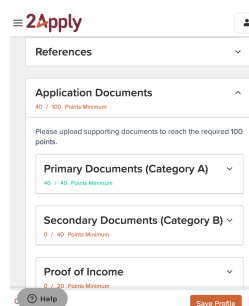
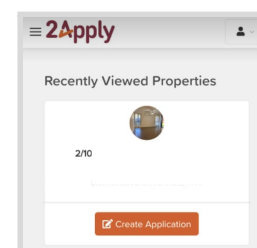
Saved but not submitted

Viewed Properties - believe it or not, your saved rental property application will be sitting here. Seems illogical at this moment in time, Covid has turned lots of things upside down so why not the way we rent.

Desktop

A screenshot of the 2Apply Desktop application documents page. The left sidebar shows the 'Dashboard' with links to 'Your Rental Profile', 'Improve Star Rating', 'Applications', 'Viewed Properties', and 'FAQ'. The main content area is titled 'Application Documents' and shows a progress bar for 'Primary Documents (Category A)' and 'Secondary Documents (Category B)'. It also includes a 'Proof of Income' section. A blue box at the bottom states: 'You can use the above categories to reach the minimum identification requirements.' There is a 'Help' button at the bottom left.

Mobile

A screenshot of the 2Apply Mobile application documents page. The top bar shows the 2Apply logo and a user profile icon. The main content area is titled 'References' and shows a progress bar for 'Application Documents' (40 / 100 Points Minimum). It includes sections for 'Primary Documents (Category A)', 'Secondary Documents (Category B)', and 'Proof of Income'. A 'Save Profile' button is at the bottom right.A screenshot of the 2Apply Mobile Viewed Properties page. The top bar shows the 2Apply logo and a user profile icon. The main content area is titled 'Recently Viewed Properties' and shows a progress bar for '2/10'. A 'Create Application' button is at the bottom.

Please be aware, any of the check boxes ticked previously did not save with your application. You must select the categories that are not ticked and agree to any terms and/or conditions listed. Remember to click on a new category to make the **2Apply** form calculate your percentage completed.

Submitted rental property applications

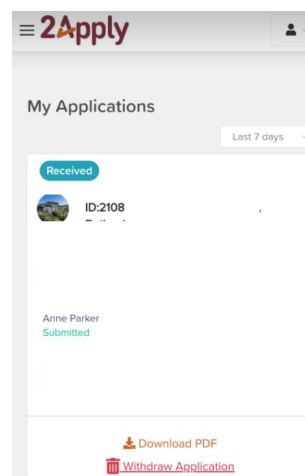
Applications

Once you have submitted an application for a rental property, it can be located under **Applications**.

The rental property will display the:

- Advertised address
- Agent's details (you can contact them from this screen)
- Tenants applying for the property

A copy of the application can be downloaded as a PDF and saved on your computer.



If you need to cancel your application for any reason, you can click the **Withdraw Application** link.

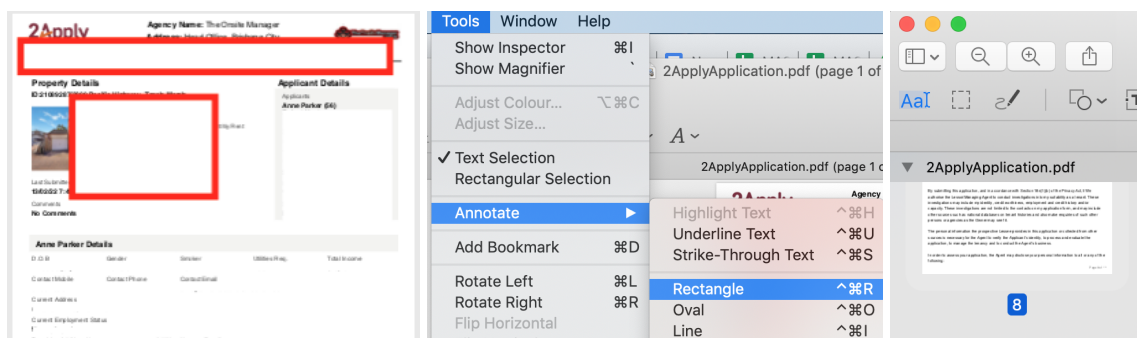
Use the rental application for a paper application

The PDF copy of your current application can be altered and attached to a paper application or email your identification directly to the agent/owner. Each tenant must be logged in to download a copy of their part of the application.

You need to know how to alter a document using Adobe Reader. I am using a Mac Book Pro and the PDF documents open in Preview. The basic instructions will be listed below and you will have to find them on whatever software you end up using.

1. Decide on how many copies you want - a complete application, identification only, financial evidence only etc
2. Open the document in Preview (Apple Mac Book Pro)
3. Select File ⇒ Export as PDF ⇒ name the document and save
4. Close the original document and open the newly saved document
5. Select View ⇒ Thumbnails
6. The first page has the header and property details that must be removed
7. Click your cursor on the first page
8. Select Tools ⇒ Annotate ⇒ Rectangle

9. Adjust and move the rectangle to cover the header of the document (white borders with white fill, I selected red for illustration purposes)
10. Repeat steps 8 and 9 placing this rectangle over the property details
11. Scroll to **Signed Terms and Conditions** page (my copy was page 8)
12. Click the page number in the left pane and highlight the page number
13. Click Delete / Backspace
14. Delete the next two pages (remove the Terms and Conditions)
15. Select File ⇒ Save
16. The remainder of the document will be your evidence being supplied to support your application



At this point, if you want an identification file and/or financial evidence to support your application, you should complete step 3, twice.

Select the document you wish to work on first and remove the main part of the application by following steps 12 and 13 until you have deleted these pages.