



**magain**  
CITY REALTY

## APPLYING FOR A PROPERTY

### WHY RENT THROUGH MAGAIN CITY REALTY?

Whether you're looking at renting a property for 3, 6 or 12 months, we are the specialist in property management in Adelaide. We have a selection of furnished and unfurnished properties available for rent, and our website details the current rentals available throughout South Australia.

Our property management team can offer you valuable advice to help make the process of relocating as easy as possible.

If you are interested in more details or a look through one of our properties, please have a look at our website by visiting [www.magain.com.au](http://www.magain.com.au)

### HOW TO APPLY FOR ONE OF OUR PROPERTIES

To apply for a property through Magain City Realty you will need to use an online system called 2Apply. Simply visit [www.2apply.com.au](http://www.2apply.com.au) or scan the below QR code. When applying for one of our properties you will need to ensure that you have viewed the property before you can submit an application.

On the following page you will find some helpful tips for submitting an application.

**2Apply™**



# USING 2APPLY?

1. On the 2apply website, you will need to click on login and select 'create new account' & proceed to create a renter profile with your email address.
2. You will receive an email to confirm your email address and allow you to login.
3. Once you have logged in you will need to setup your renter profile'.

As part of setting up your profile you will need to provide your personal information, such as name, date of birth and contact details, as well as proving your identify and providing employment and rental references.

## APPLICATION TIPS

### Personal details

We do require 100 points of ID for all applicants listed on the application, (anyone over 18 who will be residing at the property) as we need to make sure who you are. This means you will need to provide the details and upload a copy of your driver's license or passport, best so make sure you have one of these on hand before you start the process.

### References

You will need to provide at least one rental reference with your application. We will contact your reference(s) to check various things, such as

- Your rental payment history.
- How you maintained the property.
- How long you resided at the property.
- If you had any pets at the property.

It is a good idea to make sure that the person you are listing as a reference is aware of this and is still in a position to provide a reference.

### Employment and Financial Details

You will need to provide evidence of your current employment and current income. This is to ensure that you are capable of paying the rent.

Evidence of this may include copies of

- Recent pay slips
- Centerlink statements
- Tax returns
- or letters from employers.

If you are applying for an NRAS property, we will require this information for the past 12 months. We may also contact your current employer to confirm your employment.

When accessing your income we generally use the **30% rule**, which means if the annual rental payments is 30% of more of the household's income it may mean that the property is not affordable for you.

### Additional Documents

You are welcome to include any additional documents that you think will support your application and your suitability for the property, including any information no your pets.

## NEXT STEPS

### Applying for a specific property

Once you have finished your profile you can then start to apply for individual properties. This is as simple as searching for the property on 2Apply using the property address, you can even apply for multiple properties at the same time. It's as easy as that. If required, please enter code CR5899.

### What now that you have submitted an application.

We process all applications received where the tenant has viewed the property. If you haven't viewed the property, we will still accept your application, however it will not commence to be processed until you have viewed it.

Depending on the property, there can be a large volume of applications which can take some time to process.

As soon as your application has been received you will receive an email from us, and you will also be kept up to date via email on the status of your application.

If required, you may be requested to provide further information to progress your application. The quicker this information is received, the quicker your application can be processed.

## UTILITY CONNECTIONS

If successful for a property you will need to arrange for the utilities, such as electricity, gas and internet to be connected. Whether you rent a property through Magain City Realty or another agency, we can help you.

Magain City Realty has partnered with Move Me In to make your utilities connection as quick and as easy as possible. If selected in your application you will be contacted by Move Me In to arrange your connections at competitive market rates