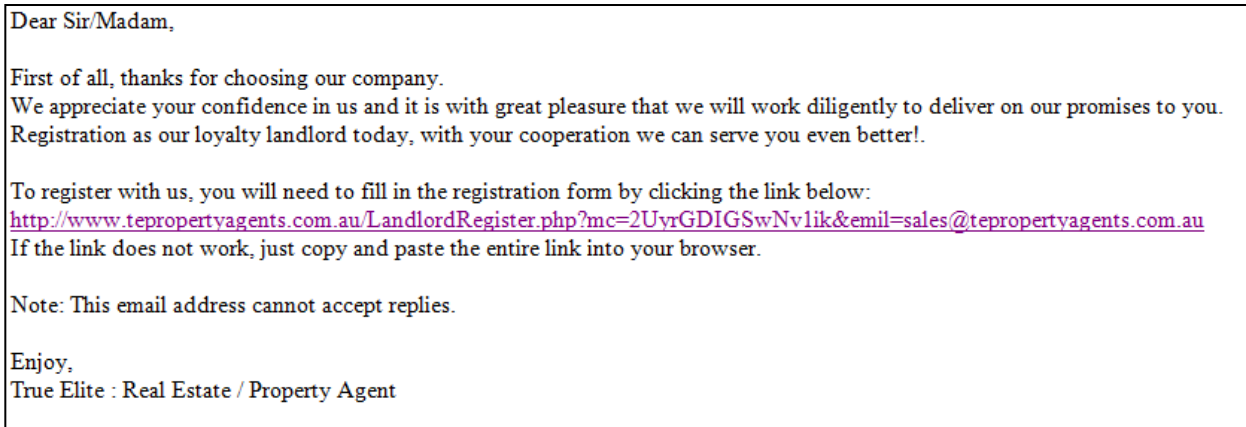


1) Create log in details for your landlord portal account

a) You should receive an email similar to below. Click on the link to proceed.



b) From a) you will then be required to register any username and passwords of your choice.

LANDLORD DETAILS - NEW ACCOUNT REGISTRATION

Note: fields marked with a Red Label are required to submit this form.

Username

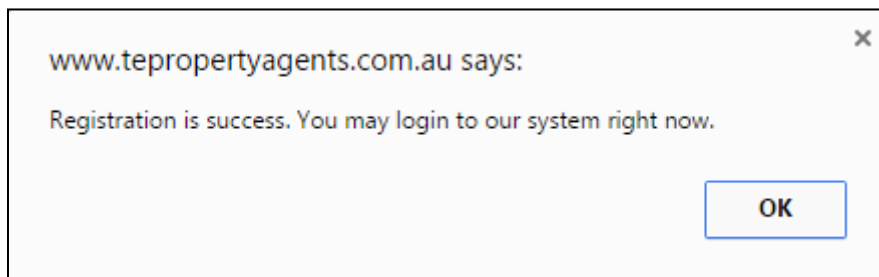
Password

Confirm Password

DOB (YYYY-MM-DD)

Email
sales@tepropertyagents.com.au

Once you have completed the steps, you should see a notice indicating registration success



2) Once you have logged in, you will have access to 2 interfaces.

PROFILE | VIEW DOCUMENTS

a) Profile

You will be able to change your email address here in the event where necessary.

b) View Documents

"Property Address"

- [Financial Year 2016](#)
- [Financial Year 2017](#)
- [General](#)

- Australian Financial Year Explained

Australian financial year commenced on the 1st of July each year and ends on the 30th of June of the following calendar year.

For instance, financial year 2017 starts on the 1st of July 2016 and will end on the 30th of June 2017.

- You will be able to find all monthly rental statements, invoices incurred and annual statements under the financial year links.
- You will be able to find all tenancy related documents under the general link. (tenancy agreement, application, tenants ID etc)

FAQs

1) What if I lose my username or password?

You will be able to retrieve both your log in details via the **“can’t access your account”** link. All you have to provide is your registered email address.

Landlord Login

Username

Password

Login

[Can't access your account?](#)