



### CPD COURSES

#### **Ballina**

Sales & Prop Mgmt  
**Mon 16th Feb**

#### **Tweed Heads**

Sales & Prop Mgmt or  
Strata  
**Tue 17th Feb**

#### **Blue Mountains**

Sales & Prop Mgmt  
**Wed 18th Feb**

#### **Goulburn**

Stock & Station or  
Sales & Prop Mgmt  
**Fri 20th Feb**

#### **Northern Beaches**

Sales & Prop Mgmt  
**Mon 23rd Feb**

#### **Port Macquarie**

Sales & Prop Mgmt  
**Mon 2nd Mar**

#### **Castle Hill**

Sales & Prop Mgmt  
**Wed 11th Mar**

#### **Parramatta**

Commercial & Retail  
Sales & Leasing  
**Thu 12th Mar**

#### **Sydney**

Sales or Prop Mgmt  
**Fri 13th Mar**

## Selecting the Right Tenant

As some of you would already know, this year for our Property Management CPD we are talking all things Fraud and Tenancy Databases, although as separate topics and not within the same discussion. Already we have had questions that have warranted a discussion on how to “check up” on potential tenants and protect your agency and your landlords from applicant fraud.

Whilst there is importance in using the normal reference check, it is not foolproof for one main reason – no one with any sense will elect a referee that will provide a bad reference! Many agents have also started thinking outside of the box and conducting google and Facebook searches to check the character of a prospective tenant. I hear you ask - Is this your job though? Should you look into the personal lives of an applicant? What could you find that would indicate that they would not be a good tenant?

You should be conducting a tenancy database search. There are many providers that you can choose from. We do not have one that we would suggest as being better than any other. We can however provide you with a list of the more well-known companies that provide this service:

- National Tenancy Database;
- TICA
- TRA – Trading reference Australia

A tenant's details should be listed on a database providing the agent has met the legislative requirements as per the Residential Tenancies Act (2010), and those details can be listed for up to three years or until they become out of date, ie the database cannot say the tenant owes money to the landlord if the tenant has subsequently paid the money outstanding. The database entry must be changed to state that the money has been paid.

The one major downside to the database checking system is that not all agents use the database for “Blacklisting” tenants, and those that do, have the choice of a number of databases. Furthermore, these databases are not all linked with each other because they are all run by private companies. Essentially, you could be looking up a potential tenant on one database, find that they are not listed on that search but they could be found on another database. It could potentially cost your agency a lot of money to subscribe to every

You can create your USI here: <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

## CERTIFICATE OF REGISTRATION COURSES

### **Sydney**

**Mon 16th – Wed 18th Feb**  
(Full Strata day for Strata students)

### **Sydney**

(Dist Ed + 2 day workshop)  
**Sat 21st – Sun 22nd Feb**

### **Goulburn**

(Dist Ed + 1 day workshop)  
**Thu 19th Feb**

### **Newcastle**

(Dist Ed + 1 day workshop)  
**Fri 27th Feb**

### **Castle Hill**

**Mon 2nd – Wed 4th Mar**

### **Port Macquarie**

(Dist Ed + 1 day workshop)  
**Tue 3rd Mar**

### **Parramatta**

**Mon 9th – Wed 11th Mar**

## FINANCE AND MORTGAGE BROKING COURSES

**Cert IV in Finance &  
Mortgage Broking  
Sydney**

**Wed 4th - Fri 6th Mar**

**Dip of Finance & Mort  
Broking Mgmt**

Upgrade for existing Cert IV holders

### **Sydney**

**Mon 9th - Tue 10th Mar**

## News from the Office

Its birthday week in the office kicking off with Elaine who turned 20 last Tuesday and Ben who turned the big 21 on Saturday!! We all had a great time celebrating with Ben at the King Street Brewery last Friday night.

We have had a very busy time in the office. Our trainers have been busy running courses in Sydney, Parramatta, Castle Hill, St Leonards, and Newcastle. We have run two three day Certificate of Registration courses this year with both being full and our next course is already filling up quickly.

All our staff have been having a very frantic past couple of weeks: Anthony had a great time on his coastal retreat up in Port Macquarie coming back with a fantastic tan, while our traineeship coordinator Megan, in the shadow of the Socceroos, has been coming into the office very sore after her pre-season soccer training for the women's premier league. This has proven to be a very eventful few weeks for all our staff!

## Commercial and Retail Sales and Leasing Skills Course

\*This is a skills course, and students will receive 12 CPD points.

**Port Macquarie**  
Monday 23rd to Tuesday 24th March

**Sydney CBD**  
Monday 13th to Tuesday 14th April

Ring **1300 88 48 10** to book!

## Social Media



## Property Licence Courses

**Experienced Agents  
Property Licence  
Program  
Parramatta**

**Mon 16th - Fri 20th Mar**

**Trust Accounting  
Parramatta**

**Mon 16th - Wed 18th Mar**

**Property Management  
Parramatta**

**Wed 18th - Fri 20th Mar**

**Business Broking  
Agency Practices  
Sydney**

**Thu 30th Apr - Fri 1st May**

**Sales for Real Estate  
Sydney**

**Tue 7th - Fri 10th Apr**

**Strata Management  
Agency Practices  
Sydney**

**Tue 17th - 20th Mar**

**Stock & Station  
Agency Practices  
Sydney**

**Mon 11th - Fri 15th May**

**Financial Management  
Sydney**

**Tue 21st - Wed 22nd Apr**

**Staff Management  
Sydney**

**Thu 23rd - Fri 24th Apr**

**Auctioneer  
Accreditation Sydney**  
**Fri 6th Mar**

## Is it Time You Upgraded to Your Licence?

ACOP runs an Experienced Agents Property Licence Program which, in conjunction with Recognition of Prior Learning (RPL) assessment, will enable you to complete your Real Estate Licence qualification in 5 days with take home assessments.

We will also assist you with completion and submission of your licence application to NSW Fair Trading free of charge.

### Free Assessment

Send us your resume & copies of any qualification transcripts you may have for a free and confidential preliminary RPL assessment.

## Certificate IV in Finance & Mortgage Broking

**Wednesday 4th - Friday 6th March**

## Diploma of Finance & Mortgage Broking Management (Upgrade Course)

**Monday 9th - Tuesday 10th March**



**Australian College  
of Professionals**

The College trainers will be conducting  
Certificate of Registration and CPD courses  
in city and country areas of NSW in 2014.

Ring 1300 88 48 10 to book

or

visit our website - [www.acop.edu.au](http://www.acop.edu.au)

Customised and in-house CPD courses  
are available.  
We come to you!

Real Estate, Strata, Business Broking,  
On-site Residential or Stock & Station.

In Sydney, courses are run at  
Bankstown, Castle Hill, the CBD at St  
Andrew's House, Liverpool, Northern  
Beaches and Parramatta.

