



Property Owner ID Requirements

College Chronicle
Newsletter

February 17, 2023



Australian College
of Professionals

RTO 91513

Property Owner ID Requirements

A topic that is currently getting quite some traction is how do we verify identity in the most compliant way and how do we at the same time protect the privacy of those we are receiving information from?

The Minister for Fair Trading is developing new legislation that is exploring how tenant's rental application information is being collected, stored and disposed of, with the potential for an electronic ID system to remove the requirement for the provision of copies of identification documentation.

However, whilst this is still in development and discussion within the New South Wales Government, we should consider and clarify what documentation you as an agent are collecting from your vendors and landlords to ensure that you are reducing the risks of identity fraud for your clients.

In CPD training this year we have been discussing the Australian Privacy Principles and what your agency should have in place to maintain, store and manage client's information. A common question is - Do we as agents need to keep a copy of a vendor's or landlord's driver's licence on our file to accompany the Fair Trading Vendor ID checklist even though we have

completed the checklist?

The short answer is "NO" and in fact it would be suggested very strongly that you should not be obtaining a copy of a vendor or landlord's driver's licence or primary proof documents at all. The checklist actually only requires the agent to verify that they have sighted the document, not that they have retained a copy:

The original document or certified copy must be sighted. The document must show the individual's name, day, month and year of birth, current photograph and signature.

It is also essential that the vendor checklist is completed correctly to ensure that identity fraud is minimised. In many cases, the ACOP trainers are being informed that agents are completing the form by adding the vendor's or landlord's driver's licence number on the form in the section that requires a 'Document Number'.

An agent should be completing this section of the form not with the driver's licence number, which is a Government issued number that can identify a singular person. Rather, the form requires the card number of the driver's licence (found in the top corner of the card), being a number that only identifies the card having been issued and not directly related to the person.

It should also be noted that a digital driver's license being accessed on the



**HAVE YOU COMPLETED YOUR
CPD REQUIREMENTS?**

CPD YEAR ENDS 22 MARCH

**ENROL NOW - [HTTPS://ACOP.
EDU.AU/CPD-COURSES/](https://acop.edu.au/cpd-courses/)**

NSW Services application also has a card number which is located in the bottom left corner if you scroll down.

The key point of information here is that a driver's licence "card number" would not be a required number for the purposes of applying for finance or would not cause a risk of identity theft, whereas the actual driver's licence number could most certainly be an issue.

Rosy Sullivan
Director | College Principal

Did you know???

Businesses with an aggregated turnover of less than \$50 million are entitled to claim a **120% deduction** for eligible expenditure, which includes external training courses delivered by a Registered Training Organisation (such as ACOP) in Australia.

This deduction is available until **30 June 2024**.

Now you know.....there is no better time to support your employees through training opportunities

From the office

Oh wow – the end of the CPD year never ceases to surprise us here at ACOP in terms of how many agents are needing their CPD completed prior to 22 March. Hey we're not complaining because we love seeing our students in class or in webinars. Over the past fortnight, our trainers have been using their voices to the maximum with CPD training in Mulgrave, twice in Manly, twice in Wollongong, Goulburn, Gosford, Annandale, North Sydney, Ultimo and St Leonards – all on top of the 4 x 9 hour days in our CBD head office and 11 separate CPD webinars. Amongst the CPD activity, we have also been running all of the licensing modules to ensure that Assistant Agents have completed their 3 Units of Competency towards their licence and Class 2 agents are working their way through the Diploma of Property in order to be eligible for a Class 1 licence. It's definitely all systems go at ACOP at the moment.

Mind you, in the middle of all of this, we celebrated Valentines Day with pink velvet heart shaped lamingtons from our favourite creator at Lusciouskiki Cakes in Brookvale, roses for each staff member (and chocolates for the boys). Rosy and John even managed to sneak in a weekend away in Batemans Bay with their family. Now, we did have a birthday this fortnight – it's was our trainer George's birthday, but since he has been out on the road running training – the cake will have to wait until next week – I guess we can all wait for that.

**Premium Educators
Premium Training
Premium Outcomes**



Contact us

1300 88 48 10
(02) 9264 5505
enquiries@acop.edu.au

Visit us

Level 2, St Andrews House
464 Kent St, Sydney NSW 2000

Mail us

PO Box Q289
QVB Sydney NSW 1230

Connect with us

acop.edu.au



Australian College of Professionals Pty Ltd ABN 32 105 687 910
Registered Training Organisation Number 91513

Property Training

Finance Training

Strata Management Training

Management Training

Government Funded Training

Compliance Checks

Consumer Education

Value yourself
Value your future.

acop.edu.au