

# Proof of Identity Checklist

for Vendors and Landlords (or appointed representative)

CLIENT'S NAME:

PROPERTY ADDRESS:

## 1 PRIMARY PROOF OF IDENTITY DOCUMENTS (ORIGINALS OR CERTIFIED COPIES)

The vendor or landlord (or representative) must provide **one** document from the following list. *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.*

Place an '✓' in the box of the document provided.

A current Australian driver's licence or a current photo card issued by a State or Territory Government agency

A current Australian passport

A current non-Australian passport

Enter details of the document provided:

Document number	Date of issue (DD/MM/YYYY)	Expiry Date (DD/MM/YYYY)	Country/State of issue

## 2 SECONDARY PROOF OF IDENTITY DOCUMENTS (ORIGINALS OR CERTIFIED COPIES)

The vendor or landlord (or representative) must provide **two** documents from the following list. *The original document or certified copy must be sighted. The documents must show the individual's name, signature and residential address where applicable. Place an '✓' in the box of the documents provided.*

A current Medicare card

A water rates notice up to one year old

A current credit card

A gas, electricity or council rates bill up to one year old

A current passbook or an account statement from a bank, building society or credit union up to one year old

An electoral enrolment card or evidence of enrolment not more than two years old

## 3 PROOF OF LEGAL OWNERSHIP OF PROPERTY (ORIGINAL OR CERTIFIED COPY) MUST BE PROVIDED BY THE VENDOR OR LANDLORD (OR REPRESENTATIVE):

*The original document or a certified copy must be sighted. The document must show the property's residential address and vendor's name.*

The certificate of title for the property

A land valuation notice up to one year old

A current council rates notice up to one year old

### THE LICENSEE MUST ENSURE:

- the documents are legible and appear not to have been altered in any way, and
- there is no discrepancy between the information collected by a licensee and the information contained in the documents, other than a discrepancy that can be explained and supported by evidence, and
- the photograph contained in photographic identification documents is a true likeness to the person whose identity is being verified.

**DECLARATION:** I have sighted and confirmed the Proof of Identity documents against original documents provided by the vendor (or appointed representative).

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Name of Agent	Agent's Signature	Date