

Rental Property Checklist

Property Information

| | |
|---------------------------|--|
| Owner name (ownership %) | |
| Property Address | |
| Purchase Date | |
| Purchase Price | |

Please provide a copy of the Property Agent's statement or if not rented through Agent please provide bank statements for Rental Income for the financial year. Please also provide the following details:

Income

| Date Property First Earned Rent: | |
|---|--|
| Number of Weeks Property Rented This Year : | |
| Rental Income: | |
| Other Rental Income: | |

Expenses

| Item | \$ | Item | \$ |
|-------------------------|----|---------------------------------|----|
| Advertising for tenants | | Property Agent Fees/Commission | |
| Body Corporate | | Repair & Maintenance | |
| Borrowing Expenses | | Stationery, Telephone & postage | |
| Cleaning | | Travel Expenses | |
| Council Rates | | Water Charges | |
| Gardening/Lawn Mowing | | Sundry Expenses | |
| Insurance | | Other(list.....) | |
| Interest on Loans | | Bank Fees | |
| Land Tax | | Quantity Surveyor Fees | |
| Legal Fees | | Pest Control | |

Please provide a copy of any quantity surveyors report and your prior years tax return (if lodged from other accountant) in order to ensure we pick up all depreciation items for the property.