

# 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		Statioary, 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.