

# Rental Property Information Checklist



Your Full Name:

Date:

If you had a Rental Property during the year please complete and return this form to us along with your Individual Income Tax Return Checklist (Prior to your appointment if relevant):

## PROPERTY DETAILS

|   |  |  |  |
|---|--|--|--|
| Address of Rental Property:               |  |  |  |
| Date Property Purchased:                  | Property Purchase Price:                                   |  |  |
| Date Property First Earned Rental Income: | Number of Weeks Available For Rent During the Year:        |  |  |
| Property Owners (incl %):                 | Date Building was Built (Your best estimate will suffice): |  |  |

Has your Rental Property Loan been Refinanced or has the Loan been used for private/other purposes? If so, please provide all relevant Bank Statements for the year as well as an explanation of the events:

Yes

No

Please provide your Property Manager Summary Report and/or Complete below for other Income & Expenses ...

## Income

|                          |    |
|--------------------------|----|
| Gross Rent:              | \$ |
| Reimbursements received: | \$ |

## Expenses

|                                 |    |   |    |
|---------------------------------|----|---|----|
| Advertising for Tenants:        | \$ | Body Corporate Fees:                                    | \$ |
| Borrowing Expenses:             | \$ | Cleaning:   | \$ |
| Council Rates:                  | \$ | Gardening / Lawn mowing:                                | \$ |
| Insurance:                      | \$ | Interest (Apportion for Private Portion of Borrowings): | \$ |
| Land Tax:                       | \$ | Legal Fees:   | \$ |
| Pest Control:                   | \$ | Property Management Fees/Commission:                    | \$ |
| Repairs & Maintenance:          | \$ | Stationery, Telephone & Postage:                        | \$ |
| Capital Works (Building W/off): | \$ | Water Charges:  | \$ |
| Depreciation:                   | \$ | Other: _____  | \$ |

## Fixtures & Fittings & Improvements Acquired During the Year

| Item | Date of Purchase | Purchase Cost |
|------|------------------|---------------|
|      |                  | \$            |
|      |                  | \$            |

## Fixtures & Fittings Sold/Scrapped During the Year

| Item | Date of Disposal | Sale Price |
|------|------------------|------------|
|      |                  | \$         |
|      |                  | \$         |

ALSO: Please provide us with a copy of your Quantity Surveyor prepared Tax Depreciation Report (if you haven't previously done so). If you don't have one, let us know ASAP so we can arrange one for you!