

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:	<input style="width: 100%;" type="text"/>		
Date Property Purchased:	<input style="width: 100%;" type="text"/>	Property Purchase Price:	<input style="width: 100%;" type="text"/>
Date Property First Earned Rental Income:	<input style="width: 100%;" type="text"/>	Number of Weeks Available For Rent During the Year:	<input style="width: 100%;" type="text"/>
Property Owners (including %):	<input style="width: 100%;" type="text"/>	Date Building was Built (Your best estimate will suffice):	<input style="width: 100%;" type="text"/>
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:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide your Property Manager Summary Report and/or Complete below for other Income & Expenses including any receipts and evidence where possible ...			

Income	
Gross Rent:	\$ <input style="width: 75%;" type="text"/>
Reimbursements received:	\$ <input style="width: 75%;" type="text"/>

Expenses			
Advertising for Tenants:	\$ <input style="width: 25%;" type="text"/>	Body Corporate Fees:	\$ <input style="width: 25%;" type="text"/>
Borrowing Expenses:	\$ <input style="width: 25%;" type="text"/>	Cleaning:	\$ <input style="width: 25%;" type="text"/>
Council Rates:	\$ <input style="width: 25%;" type="text"/>	Gardening / Lawn mowing:	\$ <input style="width: 25%;" type="text"/>
Insurance:	\$ <input style="width: 25%;" type="text"/>	Interest (Apportion for Private Portion of Borrowings):	\$ <input style="width: 25%;" type="text"/>
Land Tax:	\$ <input style="width: 25%;" type="text"/>	Legal Fees:	\$ <input style="width: 25%;" type="text"/>
Pest Control:	\$ <input style="width: 25%;" type="text"/>	Property Management Fees/Commission:	\$ <input style="width: 25%;" type="text"/>
Repairs & Maintenance:	\$ <input style="width: 25%;" type="text"/>	Stationery, Telephone & Postage:	\$ <input style="width: 25%;" type="text"/>
Capital Works (Building W/off):	\$ <input style="width: 25%;" type="text"/>	Water Charges:	\$ <input style="width: 25%;" type="text"/>
Depreciation:	\$ <input style="width: 25%;" type="text"/>	Other:_____	\$ <input style="width: 25%;" type="text"/>

Fixtures & Fittings & Improvements Acquired During the Year		
Item	Date of Purchase	Purchase Cost
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$

Fixtures & Fittings Sold/Scrapped During the Year		
Item	Date of Disposal	Sale Price
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$

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!