



## Rental Property Checklist

To assist us in preparing your rental property schedule, please use this checklist when you compile your information. Completing the checklist before our meeting will enable us to process your work more efficiently, thus delaying the processing of your tax return.

### Property Details

Address \_\_\_\_\_

Number of weeks property was rented this year \_\_\_\_\_

If this property is managed by a real estate agent please attach the annual statement and include only any additional income and/or expenses not shown on the statement.

Income	Amount
Rental Income	
Other rental related income	

Expenses	Amount
Advertising for tenants	
Body corporate fees	
Borrowing expenses	
Cleaning	
Council rates	
Gardening/lawn mowing	
Insurance	
Interest on loans (Include all splits relating to investment)	
Land tax	

Legal fees	
Pest Control/Termite Protection	
Property Agent fees/commission	
Repairs and maintenance	
Stationery	
Telephone	
Postage	
Travel Expenses	
Water Charges	
Sundry Rental Expenses	
A.	
B.	
C.	
D.	
E.	

If you have used your motor vehicle to inspect the property, collect rent or to carry out repairs, etc., please provide the following:

Kilometers travelled .....

**Note** - On 9 May 2017, the Government announced that from 1 July 2017 all travel deductions relating to inspecting, maintaining, or collecting rent for a rental property will be disallowed.

If you have obtained a quantity surveyors report please provide a copy of the report to us.

If you have purchased a new rental property, please provide us with a copy of the purchase contract and settlement statement.

