



## Rental Property Checklist 2011

Client name: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Property address: \_\_\_\_\_

Legal owners: 1) \_\_\_\_\_ % \_\_\_\_\_ 2) \_\_\_\_\_ % \_\_\_\_\_

Has this property ever been used as your private residence? Y  N

If 'Yes', please provide dates you lived in property;

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Was the property available for rent for the full year (52 weeks)?

If 'No', how many weeks was it available for rent? \_\_\_\_\_

Were the tenants relatives or associates of the owners and the property was rented at less than market value?

If 'yes'; Please advise the market value rent.

\$ \_\_\_\_\_ per week

If the property was purchased or sold during the financial year, please provide;

✦ Contract of purchase &/or sale, and

✦ Solicitor settlements statement/s and invoice

Information required;	Information Supplied	N/A
<b><u>INCOME</u></b>		
✦ Gross Rent	<input type="checkbox"/>	<input type="checkbox"/>
✦ Other	<input type="checkbox"/>	<input type="checkbox"/>
Please specify _____		
<b><u>EXPENSES</u></b>		
Advertising Costs	<input type="checkbox"/>	<input type="checkbox"/>
Body Corporate Fees	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Agent Fees & Commissions	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning	<input type="checkbox"/>	<input type="checkbox"/>
Council Rates & Water	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>
Gardening/Mowing	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Pest Control	<input type="checkbox"/>	<input type="checkbox"/>
Postage & Sundries	<input type="checkbox"/>	<input type="checkbox"/>
Reasonable travel expenses to inspect/repair the property or collect the rent (directly from the tenant). Number of Trips _____ Km (each return trip) _____	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>
Make/Model/Engine Capacity of Vehicle used _____		
Interest expense and bank charges (please supply bank statements where possible)	<input type="checkbox"/>	<input type="checkbox"/>
✦ If the loan is not 100% for the investment property, please supply additional information to assist us with calculating the deductible portion.		
✦ If the loan was refinanced during the year, please supply details		
Depreciation expenses (unless previously provided)	<input type="checkbox"/>	<input type="checkbox"/>
✦ If you have not had a Quality Surveyors Report carried out on the property (to establish construction costs and value of fittings, etc), please contact our office to discuss.		
Repairs & Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
✦ Repairs & improvements that were required when the property was first rented out (new properties only)	<input type="checkbox"/>	<input type="checkbox"/>
✦ Other general repairs		
Details of new assets purchased/installed, for example;	<input type="checkbox"/>	<input type="checkbox"/>
✦ Hot water Systems		
✦ Ceiling fans		
✦ Sheds & carports		

**Please attach this checklist with your 2011 tax information.**