

# Rental Property Checklist



For the year ended 30 June 2017

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

Email: \_\_\_\_\_

Rental property address: \_\_\_\_\_

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

1) \_\_\_\_\_ %)

Yes No

Has this property ever been used as your private residence?

If yes, please provide the dates you lived in the 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 and/or sale and
- Solicitor settlement statement(s) and invoice

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Information required	Information supplied	N/A
<b>INCOME</b>		
1. Gross rent	<input type="checkbox"/>	<input type="checkbox"/>
2. Other - please specify _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXPENSES</b>		
1. Advertising costs	<input type="checkbox"/>	<input type="checkbox"/>
2. Body Corporate fees	<input type="checkbox"/>	<input type="checkbox"/>
3. Real Estate Agent fees & commissions	<input type="checkbox"/>	<input type="checkbox"/>
4. Cleaning	<input type="checkbox"/>	<input type="checkbox"/>
5. Council rates & water	<input type="checkbox"/>	<input type="checkbox"/>
6. Electricity	<input type="checkbox"/>	<input type="checkbox"/>
7. Gardening/mowing	<input type="checkbox"/>	<input type="checkbox"/>
8. Insurance	<input type="checkbox"/>	<input type="checkbox"/>
9. Pest control	<input type="checkbox"/>	<input type="checkbox"/>
10. Postage & sundries	<input type="checkbox"/>	<input type="checkbox"/>
11. Reasonable travel expenses to inspect/repair the property or collect the rent (directly from the tenant).	<input type="checkbox"/>	<input type="checkbox"/>
• Number of trips _____ kms (each return trip) _____		
• Make/model/engine capacity of the vehicle used _____		
12. Telephone	<input type="checkbox"/>	<input type="checkbox"/>
13. 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.		
14. 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.		
15. Repairs & maintenance	<input type="checkbox"/>	<input type="checkbox"/>
• Repairs and improvements that were required when the property was first rented out (new properties only).		
• Other general repairs		
16. Details of new assets purchases/installed, for example:	<input type="checkbox"/>	<input type="checkbox"/>
• Hot water systems, ceiling fans, sheds & carports		

**Please include this checklist with your 2017 tax information.**