

Rental Property Checklist

Property Details

- The address of rental property

- The date the property first earned rental income _____
- The dates the property was rented between _____
- The number of weeks the property was rented out in the financial year ____
- The date of the acquisition of rental property _____
- If the rental property was sold during the year, please provide paper work on the details of the sale – eg settlement statement

Rental Income

- If you are using a real estate agent they will provide you with monthly and a yearly summary of all income received and expenses paid through them - please forward these statements to us
- If you are not using a real estate agent, please supply details of income received and copies of bank statements for the rental account (if any)

Deductions

- If you are not using a real estate agent or you have paid expenses out of your own pockets for the property, please supply details
 - Advertising for tenants
 - Agent fees/commission
 - Bank charges on rental property bank accounts
 - Body corporate
 - Borrowing expenses
 - Cleaning
 - Council rates
 - Gardening/lawn mowing
 - Insurance
 - Interest on loans

- Land tax
- Legal fees
- Lease fees
- Letting fees
- Pest control
- Repairs and Maintenance
- Stationary, Telephone & Postage
- Travel expenses (kms to/from rental property, how many trips per year)
- Water charges
- Sundry Rental expenses
- Purchases of depreciable assets (date, item amount \$)
 - _____
 - _____

Other information:
