

# 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:			
Date Property Purchased:		Property Purchase Price:	
Date Property First Earned Rental Income:		Number of Weeks Available For Rent During the Year:	
Property Owners (including %):		Date Building was Built (Your best estimate will suffice):	

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:

Yes       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:	\$	
Reimbursements received:	\$	

## Expenses

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

## Fixtures & Fittings & Improvements Acquired During the Year

Item	Date of Purchase	Purchase Cost
		\$
		\$

## Fixtures & Fittings Sold/Scrapped During the Year

Item	Date of Disposal	Sale Price
		\$
		\$

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!