

## **Rental Property Checklist**

### **Property Details**

- The address of the rental property

---

---

- The date the property first earned rental income \_\_\_\_\_
- The dates the property was rented between if not a full year \_\_\_\_\_
- 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 either a monthly and/or 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 pocket for the property, please supply details
  - Advertising for tenants
  - Agent fees/commission
  - Bank charges on rental property bank accounts
  - Body Corporate/Strata Levies
  - Borrowing Costs
  - Cleaning & Rubbish Removal/Tip Fees
  - Council Rates
  - Gardening/Lawn Mowing
  - Insurances
  - Interest on Loans
  - Land Tax
  - Pest Control
  - Repairs & Maintenance
  - Stationery, Telephone Calls, Postage
  - Water Rates
  - Depreciation Schedule if you have one