

## Rental Property Checklists

To prepare your individual tax return efficiently, please follow this checklist to collect your paperwork. This will save time for both of us and also save cost for you, as we will not need to request further information from you, and not delay the processing of your return.

**Please ensure that you will complete ALL relevant questions and provide additional information if needed. Please also provide related documents together with this list.**

### Owner and Property Details

Full Name MR/MRS/MS/MISS .....

Property Address: .....

How many weeks property was rented in this financial year: .....

If property is managed by real estate agent, please provide annual statement from agent and only provide any other income and/or expenses not shown on the statement.

Income	Amount	Remark
Rental income		
Other rental related income		

Expenses	Amount	Remark
Advertising for leasing		
Body corporate fees		
Borrowing expenses		
Interest & fee on loans		
Council rates		
Land tax		
Water rates		
Insurance		
Legal fees		
Property agent fees/commission		
Repairs and maintenance		
Gardening & lawn mowing		

Cleaning		
Pest control		
Stationary & postage		
Telephone		
Travel expense to manage property		
Sundry rental expenses		
1.		
2.		
3.		

If you have used your motor vehicle to inspect property, collect rent, carry out repairs or manage other property related issues, please provide following details:

Vehicle Registration Number: .....

Kilometers travelled: .....

Engine capacity of vehicle (please tick)

0 – 1600cc

1601 – 2600cc

2601cc +

If you have obtained a quantity surveyors' report, please provide a copy of the report.

If you have purchased a new rental property, please provide us with a copy of the purchase contract and settlement statement.

Please provide any other information you think that we should be informed:

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.....  
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I confirm that the above information provided is true and correct to the best knowledge of myself and that where necessary I will supply documentary evidence in support of my claims.

Owner Signature:..... Date: .....