

THE HOPKINS GROUP



Rental Property Checklist

If you rented your property during the year, please use the following tables to summarise your rental income and expenses (including any property located outside Australia). If you received a summary of income and expenses from a real estate agent, please attach a copy. Please show gross amount if jointly owned with your partner or another person. We will apportion your share.

NOTE: Please attach additional copies of these pages for additional rental properties.

	Property Address		
Unit Number		Street Number	
Street Name		Suburb	
Postcode		State	

Property Details

Date property acquired				
<p>Note: If your property settled this financial year, please provide the following:</p> <ul style="list-style-type: none"> • Settlement statement (sometimes referred to as statement of adjustment) • First loan statement for the property 				
Period property was available to rent (i.e. if property was vacant but being advertised for rent, it was available for rent even though it was not rented)	Full year	OR	Part year	Please provide dates
			TO	
Period property was actually rented during the year	Full year	OR	Part year	Please provide dates
			TO	
If part year, are the operating expenses listed for the full year or part year?	Full year	OR	Part year	Please provide dates
			TO	

Name of property owner(s) and ownership percentage	Name	%
	Name	%
Have you ever lived in the property?	Yes	Please provide dates TO

Income

Rent received (gross)	\$
Other income (reimbusements, etc.)	\$

Expenses

Bank charges	\$
Commissioners/Agents' fee	\$
Council rates	\$
Inspection costs	\$
Insurance	\$
Letting fees	\$
Mortgage interest (please provide loan statements and show which loan is for which property)	\$
Strata levies	\$
Telephone calls	\$
Utilities (gas, electricity, etc.)	\$
Water rates	\$
Other	\$

Repairs and Maintenance

Description	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$