

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 TO	Please provide dates
Period property was actually rented during the year	Full year	OR	Part year TO	Please provide dates
If part year, are the operating expenses listed for the full year or part year?	Full year	OR	Part year TO	Please provide dates
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 (reimbursements, etc.)	\$

Expenses

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

Repairs and Maintenance

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

Depreciation - Rental Property

You should only complete this part if you have purchased new items or disposed of items during the current year, or if you have not previously provided details. If you need any further information, please contact your client manager.

Do you have a depreciation report?	Yes Please provide if we don't have already No
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If you have acquired any assets relating to your rental property this year, please provide details below

Description	Date of purchase	Purchase price	Date of disposal	Disposal price
Air conditioner		\$		\$
Dishwasher		\$		\$
Central heating		\$		\$
Hot water system		\$		\$
Carpets		\$		\$
Furniture		\$		\$
Stove		\$		\$
Microwave		\$		\$
Oven		\$		\$
Television		\$		\$
Window coverings		\$		\$
Other #1		\$		\$
Other #2		\$		\$
Other #3		\$		\$

Other Notes
