

# Rental Property Checklist 2016/17

To assist us in preparing your rental property schedule, please use this checklist when you compile your information. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, which may delay the processing of your tax return.

## Property Details

Address \_\_\_\_\_

Number of weeks property was rented this year \_\_\_\_\_

If this property is managed by a real estate agent please attach the annual statement and include only any additional income and/or expenses not shown on the statement.

Income	N/A	Information Provided	Amount \$
Rental income			
Other rental related income			

Expenses	N/A	Information Provided	Amount \$
Advertising for tenants			
Body corporate fees			
Borrowing expenses			
Cleaning			
Council rates			
Gardening/lawnmowing			
Insurance			
Interest on loans			
Land tax			

Expenses Continued	N/A	Information Provided	Amount \$
Legal fees			
Pest control			
Property agent fees/commission			
Repairs and maintenance			
Stationery			
Telephone			
Postage			
Travel expenses			
Water charges			
Sundry rental expenses			
1.			
2.			
3.			
4.			

If you have used your motor vehicle to inspect the property, collect rent or to carry out repairs etc, please provide the following:

Kilometres travelled: \_\_\_\_\_

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

If you have purchased this property during the year, please complete the "*Rental Property - New Purchase Checklist*".

If you have sold this property during the year, please complete the "*Rental Property - Sale of Property Checklist*".