

Rental Property Checklist

Client: _____ Year ended: _____

1. Address of the property:

2. How many weeks was the property rented out for during this year?

3. When was the property first rented out?

4. How much **Rent** did you receive this year?

5. Details of **expenses**:

- Interest paid on bank loans _____
- Bank fees and charges _____
- Real estate agent's commission/fees _____
- Land Tax _____
- Council Rates _____
- Water Charges _____
- Body corporate fees _____

- Repairs (please attach a list of repairs undertaken and the amount spent on each repair) _____

- Cleaning _____

- Garden Maintenance _____

- Travel – Car – number of kilometres traveled _____

- Travel – Other (Bus, train, airfares) _____

- Accommodation & Incidentals _____

- Insurance (House, Contents, Landlords) _____

- Postage, Telephone calls, Stationery _____

- Other (give details) _____

6. You may be able to claim **depreciation** on the cost of the building and items within your rental property. Do you have a Quantity Surveyors report detailing your allowable depreciation claim? If yes, please attach a copy (if we don't have it already)

7. Have you **sold** your rental property this year? If yes, provide details of the original purchase cost, legal fees, stamp duty, agents fees and the sale proceeds

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