

2025 RENTAL PROPERTY CHECKLIST

Landlord: _____
Primary Contact: _____
Address: _____
_____ - _____ (Post Code)

Home Phone #: (____) _____
Work Phone #: (____) _____
Fax #: (____) _____
Mobile #: _____
Email: _____

If any of the above details are missing or incorrect, please amend accordingly.

| Address of Rental Property/ies: | No. of months available for renting |
|---------------------------------|-------------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

INCOME

You need to keep a record of the amount of rent you have received during the last 12 months.
Please advise if you or any family members have been occupying or renting the Property during the year.

EXPENDITURE

You can claim the following as expenses – you must have invoices for each one.

- Rates (Property & Water)
- Repairs & Maintenance
- Insurance
- Mortgage Repayment Insurance
- Interest on Mortgage – 50% for the year ended 31/3/25
- Rubbish Disposal
- Landlord's Association Fees
- Advertising
- Agents Managements Fees
- Lawn Mowing
- Depreciation
- Accountants Fees
- Mileage to visit property. The claimable rate is \$1.05 per km for up to 14,000km.
- Redecoration to return property to the state it was in when you purchased it.
- Bank Fees on your Rental Property Bank Account
- Debt Collection Fees
- Cleaning & Pest Control
- Stationery & Postage
- Telephone Calls to tenants



Keep a record of all the costs you can claim for your rental properties and bring in all your records to us so we can complete your tax obligations.

CHECKLIST – please ensure you bring in the following documents:

1. Invoices for all expenditure
2. Bank Statements showing rent deposits
3. Mortgage/Loan Statements showing details of interest paid on mortgages/loans
4. Any other documentation that you consider to be relevant
5. For any rental properties you have purchased or sold in the last 12 months, please bring in a copy of the Sale & Purchase Agreement and all documentation from your lawyer which sets out the transaction details.