

## RENTAL PROPERTY CHECKLIST

Property Owner: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ (Postcode)

Home Phone No: ( \_\_ ) \_\_\_\_\_  
Work Phone No: ( \_\_ ) \_\_\_\_\_  
Fax No: ( \_\_ ) \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Email: \_\_\_\_\_ @ \_\_\_\_\_

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

Address of Rental Property/s:	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
- Rubbish Disposal
- Landlord's Association Fees
- Advertising
- Agents Managements Fees
- Lawn Mowing
- Depreciation
- Accountants Fees
- Mileage to visit property – up to 5,000 km maximum. The rate per km you can claim is 74 cents per km for up to 5,000km. (2015 rate, subject to change)
- 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** – 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.