



Rental Property Checklist 2011

Client name: _____ Email: _____

Legal Owners: 1) _____ % 2) _____ %

Was the property available for rent for the full year (52 weeks)? Yes No

If 'No', how many weeks was it available for rent? _____

Information Required	Supplied	N/A
INCOME		
• Gross Rent	<input type="checkbox"/>	<input type="checkbox"/>
EXPENSES		
Advertising Costs	<input type="checkbox"/>	<input type="checkbox"/>
Body Corporate Fees	<input type="checkbox"/>	<input type="checkbox"/>
Borrowing Costs	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate agent fees & commissions	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning	<input type="checkbox"/>	<input type="checkbox"/>
Council Rates & Water	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>
Gardening/mowing	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Pest Control	<input type="checkbox"/>	<input type="checkbox"/>
Postage & Sundries	<input type="checkbox"/>	<input type="checkbox"/>
Reasonable travel expenses to inspect/repair the property or collect the rent (directly from the tenant)	<input type="checkbox"/>	<input type="checkbox"/>

Telephone

Interest expense and bank charges

- If the loan is not 100% for the investment property, please supply additional information to assist us with calculating the deductible portion.
- If the loan was refinanced during the year, please supply us with the refinancing cost, as well as the purpose of the new finance.

Depreciation expenses (Unless we already have this information from last year)

- If you have not had a Quantity Surveyors Report carried out on the property (to establish construction costs and value or fittings etc), please contact our office for a recommendation.

Repairs & Maintenance

- Repairs & improvements that were required when the property was first rented out (*new properties only*)
- Other general repairs

Details of new assets purchased/installed for example:

- Hot Water systems
- Ceiling fans
- Sheds & carports

If the property was purchased or sold during the financial year, please provide:

- Contract of purchase &/or sale, **and**
- Solicitor settlement statement/s

Please attach this checklist with your 2011 tax information