

## Rental property Checklist

Client name: \_\_\_\_\_

Legal owners: 1) \_\_\_\_\_%    2) \_\_\_\_\_%

Was the property available for rent for the full year (52 weeks)?    Y     N   
 If 'no', how many weeks was it available for rent?

Information required:	Information Supplied	N/A
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**INCOME**

- |   |  |                          |                          |
|---|--|--------------------------|--------------------------|
| + | Gross rent   | <input type="checkbox"/> | <input type="checkbox"/> |
| + | Bond money claimed (only if actually received to reimburse for damages or lost rent) | <input type="checkbox"/> | <input type="checkbox"/> |

**EXPENSES**

- |  |   |                          |                          |
|--|---|--------------------------|--------------------------|
|  | Advertising costs   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | Cleaning  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | Council rates & water   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | Body Corporate fees   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | Real estate agent fees & commissions  | <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   | <input type="checkbox"/> | <input type="checkbox"/> |

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 of fittings etc), please contact our office for a recommendation.

Repairs & maintenance

- |   |   |                          |                          |
|---|---|--------------------------|--------------------------|
| + | Repairs & improvements that were required when the property was first rented out ( <i>new properties only</i> ) | <input type="checkbox"/> | <input type="checkbox"/> |
| + | Other general repairs   | <input type="checkbox"/> | <input type="checkbox"/> |

Details of new assets purchased/installed, for example;

- |   |                   |                          |                          |
|---|-------------------|--------------------------|--------------------------|
| + | Hot water systems | <input type="checkbox"/> | <input type="checkbox"/> |
| + | Ceiling fans      | <input type="checkbox"/> | <input type="checkbox"/> |
| + | Sheds & carports  | <input type="checkbox"/> | <input type="checkbox"/> |

Were the tenants relatives or associates of the owners and the property was rented at less than market value?    Y     N

If yes, to be reviewed with client manager.

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

- |   |  |                          |                          |
|---|--|--------------------------|--------------------------|
| + | Contract of purchase &/or sale, <i>and</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| + | Solicitor settlement statement/s           | <input type="checkbox"/> | <input type="checkbox"/> |
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