

RENTAL PROPERTY CHECKLIST

The following checklist is provided as a guide only. Depending on your particular circumstances, you may be required to provide additional information not listed below.

Name: _____

Tax File Number: _____

Year Ending: 30 June 20_____

CHECKLIST OF DOCUMENTS YOU MAY NEED TO PROVIDE

Do I need to provide this information?	Yes, this item applies	Yes, I have provided this document and filled out the relevant section of the form
Property Management statements	<input type="checkbox"/>	<input type="checkbox"/>
Rental income statements, invoices or receipts	<input type="checkbox"/>	<input type="checkbox"/>
Interest statements	<input type="checkbox"/>	<input type="checkbox"/>
Finance/Loan documents (if the property is a new rental or you have refinanced during the year)	<input type="checkbox"/>	<input type="checkbox"/>
Repairs & Maintenance Receipts	<input type="checkbox"/>	<input type="checkbox"/>
Depreciation Reports (from Quantity Surveyor)	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year Depreciation Schedule (New Clients only)	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for any new purchases (e.g. stove, hot water etc)	<input type="checkbox"/>	<input type="checkbox"/>
Insurance notices	<input type="checkbox"/>	<input type="checkbox"/>
Rates Notices	<input type="checkbox"/>	<input type="checkbox"/>
Details of all other expenses (eg., gardening, pest control etc)	<input type="checkbox"/>	<input type="checkbox"/>

Client's Declaration

Read and sign the declaration after completing the information pack.

I declare that the information provided in this information pack is true and correct.

Client's signature: _____

Date:

RENTAL PROPERTY SCHEDULE

1. How many rental properties do you have? _____

2. Were the properties in last year's return? Yes No

If **Yes** and we have a copy of your last year's return please go to **question 3**. If we do not have a copy of last year's return please complete the table/s below for each rental property

If **No**, for example, you have purchased a new rental property this financial year, please complete the table/s below for each new rental property.

<p>Rental Property Address (1):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please list the names of the owners and the percentage of ownership:</p>	<p>Date property was built: _____</p> <p>Date first acquired by you: _____</p> <p>Contract Purchase Price: \$ _____</p> <p>Date of First Income: _____</p> <p>Weeks Rented this year: _____</p> <p>Owner 1 _____ %</p> <p>Owner 2 _____ %</p>
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<p>Rental Property Address (2):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please list the names of the owners and the percentage of ownership:</p>	<p>Date property was built: _____</p> <p>Date first acquired by you: _____</p> <p>Contract Purchase Price: \$ _____</p> <p>Date of First Income: _____</p> <p>Weeks Rented this year: _____</p> <p>Owner 1 _____ %</p> <p>Owner 2 _____ %</p>
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<p>Rental Property Address (3):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please list the names of the owners and the percentage of ownership:</p>	<p>Date property was built: _____</p> <p>Date first acquired by you: _____</p> <p>Contract Purchase Price: \$ _____</p> <p>Date of First Income: _____</p> <p>Weeks Rented this year: _____</p> <p>Owner 1 _____ %</p> <p>Owner 2 _____ %</p>
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3. Complete the table below, which shows total rental income and expenses for this financial year.

	Rental Property (1)	Rental Property (2)	Rental Property (3)
Gross Rental Income (this is before any agent fees or expenses)			
Other Rental Income (e.g., reimbursement for water use or insurance payout for lost rent)			
EXPENSES:	Cost (GST included)	Cost (GST included)	Cost (GST included)
Advertising			
Body Corporate Fees			
Borrowing Costs			
Cleaning			
Council Rates			
Depreciation (please complete the attached 'Depreciation' form)			
Gardening			
Insurance			
Interest			
Land Tax			
Legal Expenses			
Pest Control			
Agent's Commission/Letting Fees			
Special Building Write-off			
Stationery, Telephone & Postage			
Water Charges			
Sundry Rental Charges:			
o Bank Charges			
o Management Fee			
o Other			
Maintenance & Repairs: complete details below or attach details:			
Type of Repair / Improvement	Cost (GST included)	Cost (GST included)	Cost (GST included)

NOTE: From 1 July 2017, travel expenses relating to inspecting, maintaining, or collecting rent for a residential rental property cannot be claimed as deductions by investors. The travel expenditure is also not added to the cost base of the property for CGT purposes.

4. Was the property purchased or sold during the financial year?

Rental Property (1)

Yes

No

Rental Property (2)

Yes

No

Rental Property (3)

Yes

No

Original Purchase details of Property	Rental Property (1)	Rental Property (2)	Rental Property (3)
Purchase price			
Date of purchase (contract date)			
Purchase costs (e.g., stamp duty, legal fees, pest/building inspections)			
Copy of purchase settlement statement			
Capital costs since the property was purchased (e.g., renovation, extension etc. - do not include costs of repairs that have already been claimed as a tax deduction each year)			

Details of Sale	Rental Property (1)	Rental Property (2)	Rental Property (3)
Sale price			
Date of sale (contract date)			
Sale costs (e.g., agent commission, legal fees, marketing fees etc.)			
Copy of sale settlement statement			

PLEASE NOTE: The calculation of a capital gain or loss on the sale of a rental property can be very complex. Although the above details will make up most of the calculation, there are other factors that may impact the actual assessable gain or loss.

5. If you purchased a rental property/s during the year, did you receive a quantity surveyors / valuation report for each property? (Depreciation can be claimed if a report was obtained)

Yes

No

If **Yes**, please provide a copy of the depreciation report.

6. Did you finance or refinance a rental property during the year?

Yes

No

If **Yes**, please provide loan documents showing the borrowing costs (these include application fees, search fees, instrument duty etc)

7. Did you make any capital improvements to the property/s during the financial year (eg., replaced kitchen)?

Yes

No

If **Yes**, please complete the attached 'Depreciation' form.

DEPRECIATION

NEW CLIENTS: please provide a copy of any depreciation schedules from your last tax return. If you do not have a prior year depreciation schedule, please provide details of all items that need to be depreciated (where depreciation was previously claimed). These details will include the original purchase price, purchase date and closing written down value if known.

ALL CLIENTS: In relation to any new items purchased since your last tax return, please provide full details below.

NOTE: From 9 May 2017, taxpayers cannot claim depreciation of second-hand plant and equipment in rental properties used for residential accommodation. These changes apply to second-hand plant and equipment acquired at or after 7.30pm on 9 May 2017 unless acquired under a contract entered into before this time.

Details of Item Purchased (e.g. kitchen replaced).	Purchase price (incl GST)	GST	Date purchased

ALL CLIENTS: If you no longer have any of the items on the prior year depreciation schedule, please provide details below.

Details of Item Sold/Scrapped (e.g. fridge).	Disposal price if any (incl GST)	GST	Date sold or scrapped