

Rental Property Checklist



Address of Rental Property 1 _____
 Address of Rental Property 2 _____
 Address of Rental Property 3 _____

	<u>Property 1</u>	<u>Property 2</u>	<u>Property 3</u>
1. Was the property available for rent for the full year? (Y/N) If not, provide dates available			
2. % of private use for the rental properties (if any)			
3. Have you provided the quantity surveyor's tax depreciation report to us? (if applicable)			
4. Purchased/sold during the year? (Y/N)			
<i>Please also COMPLETE page 2 of this checklist for each property you purchased or sold during the year.</i>			
5. Managed by real estate agent? (Y/N)			
5.1 Please attach the Property Annual Summary provided to you by the real estate agent			
<i>If you answer "Yes" in questions 5. Please ONLY include ADDITIONAL income and/or expense (out of pocket expenses that not shown on the statements provided by the real estate agent) in the below checklist. Otherwise, please complete the below checklist in it entirely.</i>			
<u>Descriptions</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
2017/2018 Income:			
1. Total Rental income received in FY2017/18			
2. Other income – please specify			
2017/2018 Expenses:			
3. Bank loan statements (include every page for the 2018 financial year)			
4. Advertising for tenants			
5. Body Corporate fees			
6. Cleaning Expenses			
7. Council Rates			
8. Gardening Expenses			
9. Insurance			
10. Land Tax			
11. Legal fees			
12. Pest Control			
13. Property Management Fees			
14. Repairs & Maintenance (Please provide details of all costs of repairs)			
15. Water Charges			
16. Electricity/ Gas			
17. Furniture & Fixtures Purchased or Sold (Please provide details of including date of purchase & cost/proceeds of asset)			
18. Other Expenses – please list			

Properties Purchased/Sold during the year:

Full Name of Owner/s	Ownership Share % (total 100%)

Information Required	Information Provided	Not Applicable
For Purchased Property:		
<i>Copy of Purchase Contract</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copy of settlement statement, including depreciation schedule & details of construction</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Loan documentation from the bank</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Stamp Duty paid on purchase</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Legal Fees</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Pest inspection or other building report on purchase</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Borrowing Costs</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tax depreciation report from quantity surveyor</i>	<input type="checkbox"/>	<input type="checkbox"/>
For Sold Property:		
<i>Copy of Purchase Contract</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copy of Sale Contract</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copy of purchased settlement statement</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copy of Sale settlement statement</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copy of bank loan statements for full year</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Stamp Duty paid on purchase</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Legal Fees for both purchase and sale</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Agent's Commission</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Advertising fees for sale</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Others</i>	<input type="checkbox"/>	<input type="checkbox"/>

***Please complete this checklist for each property you purchased or sold during the year.**