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phone: 1300 365 125

## Rental Property Check List | 30 June 2023

Rental Property Address: .....

Names of Owners and % of Ownership:

OWNER ONE: ..... (.....%) OWNER TWO: ..... (.....%)

Was this property available for rent for the full period 1 July 2022 to 30 June 2023: YES NO

If no, please confirm what dates the property was available for rent: .....

Reason for vacancy: .....

### Please provide the following documentation in order to complete your tax return

1.	<b>Agents Monthly Statements and / or Annual Summary</b>	This will show gross rent for the year and allowable deductions paid by the Agent on your behalf such as management fees, repairs, etc. If you provide an annual summary you do not need to provide monthly statements.
2.	<b>Body Corporate</b>	Please supply copies of all quarterly or bi-annual Body Corporate statements BODY CORPORATE TOTAL COSTS:
3.	<b>Council Rates</b>	Please supply copies of all quarterly, bi-annual or annual Council rate notices COUNCIL RATES TOTAL COSTS:
4.	<b>Insurances</b>	There are a range of insurances you may have on your investment property all of which are tax deductible: <i>(Please provide copies of your annual insurance renewals)</i> Building: ..... Contents: ..... Landlord Protection: ..... INSURANCE TOTAL COSTS: .....
5.	<b>Land Tax</b>	Please supply Land Tax Assessment Notices with a detailed breakup of what the Land Tax is being levied on. LAND TAX TOTAL COSTS: .....
6.	<b>Water Rates</b>	Please supply all quarterly, bi-annual or annual Water Rate Notices WATER RATES TOTAL COSTS: .....
7.	<b>Additional income Received</b>	Detail of any additional income received. Please supply supporting details. ..... \$ ..... ..... \$ .....

8. **Additional expenses incurred**

Details of any additional expenses which you have paid directly and which are not included in the Agents summary:  
If costs are over \$300 please supply supporting invoices.

Bank Charges: ..... Gardening: .....

Quantity Surveyors Report..... Repairs & Maintenance: .....

Cleaning: ..... Telephone: .....

Pest Control: ..... Gas: .....

.....: .....: .....

11. **Interest**

Please supply bank statements showing loan movements and interest for the year from 1 July 2022 to 30 June 2023

Bank 1: ..... Account no: .....

Closing Balance: ..... Interest expense: .....

Opening Balance: ..... Rate %.....

**fixed      variable    interest rates (please tick)**

Bank 2: ..... Account no: .....

Closing Balance: ..... Interest expense: .....

Opening Balance: ..... Rate: %.....

**fixed      variable    interest rates (please tick)**

Bank 3: ..... Account no: .....

Closing Balance: ..... Interest expense: .....

Opening Balance: ..... Rate: .....

**fixed      variable    interest rates (please tick)**

Would you like a complimentary review of your loan interest rates against the current best market rates?

YES                      NO

12. **Capital Improvements**

Please provide invoices of any improvements to the property for depreciation purposes (e.g. furniture, white goods, curtains and blinds or structural additions such as pergolas).

Asset	Date of Purchase	Cost (\$)
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

13. **Additional Items**

Please provide the following information, **if previously not supplied**:

- Purchase settlement statement for each property (*found with final documents from solicitor*)
- Borrowing cost disbursement notice or loan offer documents so borrowing costs can be calculated.  
(*This should be supplied by your Financier. If you have two loans, a main loan and a line of credit, there should be two loan offer documents*)
- Quantity Surveyors Report so depreciation can be claimed.