

RENTAL PROPERTY CHECKLIST

The below checklist is to assist you with providing relevant information and supporting documentation needed in relation to your investment properties.

NEW CLIENTS		
• <u>Property Details</u>		
- Property address		
- Date property first earned rental income		
- Ownership percentage		
• <u>Additional Property details</u>		
- Copy of depreciation report / if applicable		Yes N/A
EXISTING CLIENTS		
• <u>Property details</u>		
- Number of days the property was available for rent (please provide further details such as dates and reason)		
- Number of days the property was actually tenanted during the year		
- Number of days the property was used for private purposes during the year		
- Notify if any changes in ownership have occurred		
RENTAL INCOME		
- Real estate annual statement		Yes N/A
- Details of any insurance compensation received and why		Yes N/A
- Details of any reimbursed expenses		Yes N/A
RENTAL EXPENSES		
- Body Corporate Fees		Yes N/A
- Cleaning Costs		Yes N/A
- Council Rates notices		Yes N/A
- Gardening Costs		Yes N/A
- Insurance		Yes N/A
- Interest and fees on Loans <i>(further details below)</i>		Yes N/A
- Land Tax notices (full statement as if multiple properties are held amount payable is apportioned between properties)		Yes N/A
- Legal Costs		Yes N/A
- Pest Control		Yes N/A
- Repairs & Maintenance <i>(further details below)</i>		Yes N/A
- Water Rates notices		Yes N/A
- Stationary, telephone, postage		Yes N/A
• <u>Property loans</u>		
- Confirmation loan is 100% in relation to the property		
- Details of any refinances / if applicable		Yes N/A
- Please provide details of any drawdowns and whether they are private in nature <i>Any drawdowns of a private nature will reduce the deductibility of the loan and require interest to be apportioned</i>		
• <u>Repairs & Maintenance</u>		
- Please provide further details for repairs over \$300.00 as these may have to be capitalised (such as date purchased and reason for repair)		
- For major repairs/renovations please also confirm the date these works were completed		