



2015/16 RENTAL PROPERTY CHECKLIST

To assist us in preparing your rental property schedule, please use this checklist when you compile your information. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information thus delaying the processing of our return.

Property Details

Address:

Number of weeks property was rented this year:

If this property is managed by a real estate agent please attach the annual statement and include only any additional income and/or expenses not shown on the statement.

Income

AMOUNT

Rental Income

\$

Other rental related income

\$

Expenses

AMOUNT

Advertising for tenants

\$

Body corporate fees

\$

Borrowing expenses

\$

Cleaning

\$

Council rates

\$

Expenses cont'd	AMOUNT
Gardening/lawn mowing	\$
Insurance	\$
Interest on loans	\$
Land tax	\$
Legal fees	\$
Pest control	\$
Property agent fees/commission	\$
Repairs and maintenance	\$
Stationery	\$
Telephone	\$
Postage	\$
Travel expenses	\$
Water charges	\$
Sundry rental expenses	\$
1.	\$
2.	\$
3.	\$
4.	\$

If you have used your motor vehicle to inspect the property, collect rent or to carry out repairs, etc, please provide the following:

Kilometres travelled _____

Engine capacity of vehicle (please tick)

- 0 – 1600cc
- 1601 – 2600cc
- 2601cc +

If you have obtained a quantity surveyors report please provide a copy of the report to us.

If you have purchased a new rental property, please provide us a copy of the purchase contract and settlement statement.