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|  | **Rental Property Checklist** | **Yes** | **No** | Amount $$ |
| **Records** |
| **1.** | **Please provide the basic details of your property.**This should include the address, date of purchase, purchase price, date the property first earned rental income and the weeks it was available for rent during the financial year. | [ ]  | [ ]  |  |
| **2.** | **Was there any private use of the property during your ownership of it?** | [ ]  | [ ]  |  |
| **3.** | **Was your property managed by an agent?**If so please have them provide a tax statement detailing the income and expenses they handled during the year. | [ ]  | [ ]  |  |
| **4.** | **How much did you receive in rental income?**Please total the amount for the financial year. | [ ]  | [ ]  |  |
| **5.** | **Did you receive other rental income?**This could include reimbursed expenses from the tenant. Please total and include. | [ ]  | [ ]  |  |
| **6.** | **What expenses did you have?**These could include but are not limited to:Advertising for tenants, body corporate fees, cleaning costs, council rates, garden & lawn maintenance, insurance, mortgage/loan interest, land tax, legal fees (in pursuit of rent, not property purchase), pest control costs, property agent fees, repairs & maintenance costs, stationery & record keeping costs, travel costs for inspections (car kms, flights, accom), water rates, other costs (GST, other agent fees)**.****Please provide a total for each category.** | [ ]  | [ ]  |  |
| **7.** | **Did you have any borrowing costs?**These are expenses related to getting a loan for a property.They include: loan establishment fees, stamp duty on the mortgage, title search fees, charges for mortgage preparation, valuation costs, lenders mortgage insurance.**Please detail the amount paid for each.** | [ ]  | [ ]  |  |
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|  | **Rental Property Checklist** | **Yes** | **No** | Amount $$ |
| **8.** | **Did you purchase and install any assets for use in the property?**These are things like a washing machine, hot water system or air conditioner etc.If so please detail each items purchase date and amount. | [ ]  | [ ]  |  |
|  **9.** | **Was your property built after 17 July 1985?**If so you may be able to claim depreciation on the building. To do so you need to know the construction cost. If you don’t know it, you can have a quantity surveyor estimate and forecast the depreciation for you. | [ ]  | [ ]  |  |
| **10.** | **Have you made any improvements to the property?**If so please detail what these are, when the works were undertaken and how much they cost. | [ ]  | [ ]  |  |