



## Rental Property Checklist 2010

Client name: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Owners: 1) \_\_\_\_\_ % 2) \_\_\_\_\_ %

Was the property available for rent for the full year (52 weeks)? Yes  No

If 'No', how many weeks was it available for rent? \_\_\_\_\_

### Information Required

Supplied

N/A

#### INCOME

- Gross Rent



#### EXPENSES

Advertising Costs



Body Corporate Fees



Borrowing Costs



Real Estate agent fees & commissions



Cleaning



Council Rates & Water



Electricity



Gardening/mowing



Insurance



Pest Control



Postage & Sundries



Reasonable travel expenses to inspect/repair the property or collect the rent (directly from the tenant)

Telephone

Interest expense and bank changes

- If the loan is not 100% for the investment property, please supply additional information to assist us with calculating the deductible portion.
- If the loan was refinanced during the year, please supply us with the refinancing cost, as well as the purpose of the new finance.

Depreciation expenses (Unless we already have this information from last year)

- If you have not had a Quantity Surveyors Report carried out on the property (to establish construction costs and value or fittings etc), please contact our office for a recommendation.

Repairs & Maintenance

- Repairs & improvements that were required when the property was first rented out (*new properties only*)
- Other general repairs

Details of new assets purchased/installed for example:

- Hot Water systems
- Ceiling fans
- Sheds & carports

If the property was purchased or sold during the financial year, please provide:

- Contract of purchase &/or sale, **and**
- Solicitor settlement statement/s

*Please attach this checklist with your 2010 tax information*