

RENTAL PROPERTY CHECKLIST

| | N/A | Encl |
|---|--------------------------|--------------------------|
| Income | | |
| • Estate Agents Rental Property Summary (will normally detail rent received & expenses paid on your behalf by the agent) | <input type="checkbox"/> | <input type="checkbox"/> |
| or | | |
| • Total of rent received if managing property yourself | <input type="checkbox"/> | <input type="checkbox"/> |
| Expenses (Where not paid by the estate agent) | | |
| • Advertising for tenant | <input type="checkbox"/> | <input type="checkbox"/> |
| • Body Corporate fees | <input type="checkbox"/> | <input type="checkbox"/> |
| • Borrowing expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| • Cleaning | <input type="checkbox"/> | <input type="checkbox"/> |
| • Council rates | <input type="checkbox"/> | <input type="checkbox"/> |
| • Gardening/lawn mowing | <input type="checkbox"/> | <input type="checkbox"/> |
| • Insurance | <input type="checkbox"/> | <input type="checkbox"/> |
| • Interest on loans (bring loan statements) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Land Tax | <input type="checkbox"/> | <input type="checkbox"/> |
| • Legal fees on tenancy disputes | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pest control | <input type="checkbox"/> | <input type="checkbox"/> |
| • Agent fees (normally on summary from Agent) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Repairs & maintenance (relating to when tenants living in the property only) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Stationary, telephone & postage | <input type="checkbox"/> | <input type="checkbox"/> |
| • Water rates | <input type="checkbox"/> | <input type="checkbox"/> |
| • Sundry | <input type="checkbox"/> | <input type="checkbox"/> |
| Capital Expenses | | |
| • Items over \$300 purchased for the rental property (furniture, plant and equipment) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Depreciation report (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Notes | | |
| • Building write off: there is a deduction available for properties constructed after 1979. Please note this is a CONSTRUCTION COST (this will vary from purchase price). | | |
| • Only claim deductions for periods that your property is rented out or genuinely available for rent. | | |
| • Do not claim deductions for periods that you use the property yourself. | | |
| • Please provide all documentation if you have refinanced your property in the last 12 months. | | |
| • Travel Expenses are no longer deductible unless you meet certain requirements. | | |

2022 Rental Property Checklist