

## RENTAL PROPERTY CHECKLIST

	N/A	Encl
<b>Income</b>		
• 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"/>
<b>Expenses</b> (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"/>
<b>Capital Expenses</b>		
• 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"/>
<b>Special Notes</b>		
• 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.		

# 2023 Rental Property Checklist