

Rental Property Information

Checklist

This checklist is required if you operated a rental property during the year and you have not provided us with a reconciled cashbook, bank statements or accounting software system. Please complete one schedule for each property owned.

Client Name

Property Address

1. Rental Income

Rent received:

Period rented (if not full year):

2. Rental Expenses

Please provide us with details of expenses paid during the year relating to the rental property. Please provide us with copies of invoices where possible:

Advertising:	
Body Corporate Levies:	
Cleaning:	
Insurance:	
Interest:	
Legal Fees:	
Property Management Fees	
Rates:	
Repairs and Maintenance:	
Telephone:	
Travel:	
Valuation Fees:	
Other (please detail):	
Loans and Mortgages Please provide us with copies of all loan and mortgage staten	nents for the year.
Property Purchase If this is the first year of ownership, please provide us with co purchase agreement, settlement statement and any valuation applicable).	

Advisory. Tax. Audit.

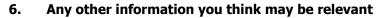
3.

4.



5. Property Disposal

If you sold your rental property during the year, please provide us with copies of the sale and purchase agreement, settlement statement and any valuations obtained (as applicable).



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