

# **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.
<b>Property Purchase</b> If this is the first year of ownership, please provide us with co purchase agreement, settlement statement and any valuation applicable).	

#### Advisory. Tax. Audit.

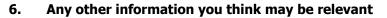
3.

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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