

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): _____

3. Loans and Mortgages

Please provide us with copies of all loan and mortgage statements for the year.

4. Property Purchase

If this is the first year of ownership, please provide us with copies of the sale and purchase agreement, settlement statement and any valuations obtained (as applicable).

Advisory. Tax. Audit.

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).

6. Any other information you think may be relevant