

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:

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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.

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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).

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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).

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6. Any other information you think may be relevant

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