



Rental Property

Checklist

Our services include Tax Returns,
Bookkeeping, Financial Planning,
Mortgage Broking, Asset finance
and much more.

RENTAL PROPERTY CHECKLIST

1 JULY 2021 TO 30 JUNE 2022



PROPERTY OWNER/S		OWNERSHIP	
		%	
		%	
PROPERTY DETAILS			
Property Address	Street:		
	Suburb:	State:	Postcode:
Date property first earned rental income:		No. of weeks available for rent during the year:	weeks
INCOME			
Gross Rent:	\$	Other Rental Income:	\$
EXPENSES			
Advertising for Tenants:	\$	Bank Fees on Loans(s):	\$
Owners Corporation fees:	\$	Borrowing Expenses:	\$
Cleaning:	\$	Council Rates:	\$
Gardening/ Lawn Mowing:	\$	Insurance:	\$
Interest on Loans(s):	\$	Land Tax:	\$
Legal Fees:	\$	Pest Control:	\$
Property Management Fees/Commission:	\$	Stationery, Telephone, Postage etc.	\$
Repair and Maintenance:	\$		
Water Charges:	\$		
NEW ASSETS			
Asset Purchased	Purchase Date		Cost
	/ /		\$
	/ /		\$
PLEASE PROVIDE THE FOLLOWING:			
<input type="checkbox"/> Bank Statements on Investment Loan(s)	<input type="checkbox"/> Real Estate Agent Summary Statement and monthly statements	<input type="checkbox"/> Rental Property Depreciation Report	
PURCHASED RENTAL PROPERTY			
<input type="checkbox"/> Sales Contract of property including all legal documents	<input type="checkbox"/> Stamp Duty, conveyancing, legal fees and any other expenses on purchase		
SOLD RENTAL PROPERTY			
<input type="checkbox"/> Sales Contract of property	<input type="checkbox"/> Stamp Duty, conveyancing, legal fees and any other expenses on purchase		