

# 2010 Capital Gains Tax Checklist


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<p style="text-align: center;"><b>REAL ESTATE</b> (non Main Residence)</p>	<p style="text-align: center;"><b>MANAGED FUNDS AND INVESTMENTS</b></p>	<p style="text-align: center;"><b>SHARES</b></p>
<ul style="list-style-type: none"> <li>▪ <b>ALL</b> Property Sale documents.</li> <li>▪ <b>ALL</b> Property Purchase documents.</li> <li>▪ Conveyances or Solicitors Statement of Adjustments For Purchase and Sale</li> <li>▪ Stamp Duty on Purchase</li> <li>▪ Conveyances or Legal Fees on Purchase and Sale</li> <li>▪ Travel Fees incurred to Inspect Prior to Purchase (includes non purchased properties also)</li> <li>▪ Travel relating to Conveyances, Solicitor Office, Bank and Real Estate Agent for Purchase and Sale of Property</li> <li>▪ Surveyor Reports, Depreciation and Building Reports</li> <li>▪ Any Revaluation details on sold property.</li> <li>▪ Any sub-division documents.</li> <li>▪ Approximate Dates Rented Out whilst used as an Investment Property</li> <li>▪ Approximate Dates as Main Residence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any Managed Fund Tax Statements and Distribution Statements</li> <li>▪ Any Bank Statements relating to Managed Fund etc.</li> <li>▪ Investment Strategy, Financial Planners Statement of Advice</li> <li>▪ Travel to Brokers and Financial Advisors</li> <li>▪ Any other Fees (ie. Legal, Solicitor) relating to Managed Funds</li> <li>▪ Any other Paperwork on Investments Held or Sold.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Share Purchase &amp; Sale Contract Notes &amp; Share Registry Holding Statements</li> <li>▪ Stockbroker Contract Notes</li> <li>▪ Bonus Share Issues</li> <li>▪ Dividend Reinvestment (DRP) Notes</li> <li>▪ Share Buy Backs, Takeovers, Rights Offers and Share Placement Paperwork</li> <li>▪ Any Bank Statements relating to the Sale of Shares</li> <li>▪ Employee Share Scheme Rulings, Offer Documents</li> <li>▪ Any other Offers and Share Placement Paperwork</li> <li>▪ Travel to Brokers and Financial Advisors</li> </ul>
<p style="text-align: center;"><b>PERSONAL USE ASSETS</b></p> <ul style="list-style-type: none"> <li>▪ <b>Note:</b> Purchases over \$10,000.</li> <li>▪ Personal Use Assets include Boats, Caravans, Furniture, Electrical Goods, Household Items</li> <li>▪ <b>ALL</b> Asset Sale documents (ie. Invoice)</li> <li>▪ <b>ALL</b> Asset Purchase documents (ie. Receipt)</li> </ul>		<p style="text-align: center;"><b>COLLECTABLES</b></p> <ul style="list-style-type: none"> <li>▪ <b>Note:</b> Purchases over \$500.</li> <li>▪ Collectables include Paintings, Drawings, Sculptures, Jewellery, Antiques, Coins and Medallions, Books, Postage Stamps, Trading Cards</li> <li>▪ <b>ALL</b> Collectable Sale documents (ie. Invoice)</li> <li>▪ <b>ALL</b> Collectable Purchase documents (ie. Receipt)</li> </ul>

Note: To ensure you obtain the maximum deductions you are entitled to, and in consideration of the penalty provisions, full details of any claim should be provided and supporting documentation made available, including receipts, tax invoices, dockets, logbooks, diary notations or reasonable and supporting estimates.