

2010 Rental Property Checklist

Cardinia Small Business Advisors

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Cranbourne Small Business Advisors

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Website: www.csba.net.au

Please fill in the following details:

Property Address

Rental Income:

\$ _____

Date your property was first rented:

___/___/___

No of weeks rented for the year:

Expenses

Advertising for Tenants:

\$ _____

Bank fees on Loan:

\$ _____

Body Corporate Fees:

\$ _____

Cleaning:

\$ _____

Council Rates:

\$ _____

Gardening/Lawn mowing:

\$ _____

Insurance:

\$ _____

Interest on Loan:

\$ _____

Land Tax:

\$ _____

Legal Fees:

\$ _____

Pest Control:

\$ _____

Property Agent Fees/Commissions:

\$ _____

Repairs and Maintenance:

\$ _____

Stationery, Telephone & Postage:

\$ _____

Travel Expenses or Km's traveled for property for year:

\$ _____

Valuation Fees:

\$ _____

Water Rates:

\$ _____

Other (please list):

\$ _____

\$ _____

\$ _____

New Assets over \$300 (new hot water service, air conditioner, carpet, blinds, etc)

Description: _____

Date of purchase: _____/_____/_____

Total cost: \$ _____

Description: _____

Date of purchase: _____/_____/_____

Total cost: \$ _____

Description: _____

Date of purchase: _____/_____/_____

Total cost: \$ _____

Please also bring in a copy of the following:

- Loan Bank Statements
- Real Estate Agent Summary Statement
- For Properties Purchased During the 2009/2010 Tax Year Please Provide Your Conveyances Adjustment Schedule and Details of all Purchase and Borrowing Costs on Settlement (ie Conveyancing Fees, Bank Fees, Stamp Duty, Mortgage Insurance etc).
- For Newly Constructed Rental Properties Please Provide a Breakdown of the Land Value, Building Value and the Installed Cost for the Chattels (ie Hot Water Service, Air Conditioner, Heating System, Stove, Oven etc).
- Valuer or Surveyors Depreciation Schedule (if not previously provided)

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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.