

2016 Checklist

Rental Property

CLIENT(S)	OWNERSHIP %
	%
	%

PROPERTY DETAILS			
Property address:	STREET: SUBURB:	STATE:	P/CODE:
Date property first earned rental income:	/ /	No. of weeks available for rent during year:	weeks
INCOME - 1 July 2015 to 30 June 2016			
Gross Rent:	\$	Other Rental Income:	\$
EXPENSES - 1 July 2015 to 30 June 2016			
Advertising for Tenants:	\$	Bank Fees on Loan(s):	\$
Body Corporate Fees:	\$	Borrowing Expenses:	\$
Cleaning:	\$	Council Rates:	\$
Gardening / Lawn mowing:	\$	Insurance:	\$
Interest on Loan(s):	\$	Land Tax:	\$
Legal Fees:	\$	Pest Control:	\$
Property Management Fees / Commission:	\$	Stationery, Telephone, Postage etc:	\$
Repairs & Maintenance:	\$	Travel / Kms:	\$
Water Charges:	\$		\$
NEW ASSETS (capital expenses over \$300) - 1 July 2015 to 30 June 2016			
Asset Purchased:	Purchase Date:	Cost	
	/ /	\$	
	/ /	\$	
PLEASE PROVIDE THE FOLLOWING:			
<input type="checkbox"/>	Bank Statements on Investment Loan(s) from 1 July 2015 to 30 June 2016	<input type="checkbox"/>	Real Estate Agent Summary Statement and monthly statements
If NEW Rental Property purchased from 1 July 2015 to 30 June 2016			
<input type="checkbox"/>	Purchase contract on property including all legal documents	<input type="checkbox"/>	Stamp duty, conveyancing, legal fees and any other expenses on purchase
If SOLD Rental Property from 1 July 2015 to 30 June 2016			
<input type="checkbox"/>	Purchase and sale contracts on property including all legal documents for Capital Gains Tax purposes	<input type="checkbox"/>	Stamp duty, conveyancing, legal fees and any other expenses on sale and purchase