

# 2018 Rental Property Checklist

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## RENTAL PROPERTY DETAILS

**1** Address of rental property: \_\_\_\_\_

**2** Date Property Purchased:  /  Cost: \$

**3** Date property first earned rental income:  /

**4** No. weeks property available for rent:

**5** Was property sold during the year?  Yes\*  No

\*Date of sale:  /

*(If property sold, please provide Settlement Statements for both purchase and disposal outlining costs of disposal)*

**6** Is property a shared ownership?  Yes  No

*If yes, please provide more detail below:*

Name	% Ownership

## INCOME

**7** Gross rental income:  Please attach records detailing income

**8** Insurance recoveries:

**9** Other rental income:

## EXPENSES

**10** Advertising for tenants:

**11** Body corporate fees:

**12** Borrowing expenses:

**13** Cleaning:

## EXPENSES - continued

<b>14</b> Council Rates	\$	
<b>15</b> Gardening/Lawn mowing:	\$	
<b>16</b> Insurance:	\$	
<b>17</b> Interest on loans:	\$	Please attach loan statements showing interest paid
<b>18</b> Land Tax:	\$	
<b>19</b> Legal fees:	\$	
<b>20</b> Pest control:	\$	
<b>21</b> Property management fees/commission:	\$	
<b>22</b> Repairs & Maintenance:	\$	
<i>Please include invoices for purchases exceeding \$300</i>		
<b>23</b> Stationery, Telephone & Postage:	\$	
<b>24</b> Stamp Duty:	\$	
<b>26</b> Water charges:	\$	
<b>27</b> Building write off:^	\$	
<b>28</b> Depreciation:^	\$	Do you have a tax depreciation schedule? - <b>Y</b> / <b>N</b> (please circle)
<b>29</b> Depreciable assets bought or disposed	\$	Please attach receipts
<b>30</b> Other:	\$	
<i>Please provide details on "Other" expenses:</i>		

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*^ These will be calculated by Bonsella if we hold your records*

*^ If you do not have a depreciation schedule for your rental property, please contact us to arrange for one*