

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

14	Council Rates	\$	
15	Gardening/Lawn mowing:	\$	
16	Insurance:	\$	
17	Interest on loans:	\$	Please attach loan statements showing interest paid https://www.revenue.act.gov.au/self-assessment-tools-and-forms/forms/land-tax-notification
18	Land Tax** (you need to register for this):	\$	
19	Legal fees:	\$	
20	Pest control:	\$	
21	Property management fees/commission:	\$	
22	Repairs & Maintenance: <i>Please include invoices for purchases exceeding \$300</i>	\$	
23	Stationery, Telephone & Postage:	\$	
24	Stamp Duty:	\$	
25	Travel/Inspection expenses:	\$	
26	Water charges:	\$	
27	Building write off:^	\$	
28	Depreciation:^	\$	do you have a depreciation schedule? - Y / N (please circle)
29	Depreciable assets bought or disposed	\$	Please attach receipts
30	Other: <i>Please provide details on "Other" expenses:</i>	\$	

^ 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.

**** It is your responsibility to register for land tax if your property is rented in the ACT. Please visit the following site to register and complete the relevant forms:**

<https://www.revenue.act.gov.au/self-assessment-tools-and-forms/forms/land-tax-notification>