



Rental property Checklist 2011

Client name: \_\_\_\_\_ Email: \_\_\_\_\_

Legal owners: 1) \_\_\_\_\_ % 2) \_\_\_\_\_ %

Was the property available for rent for the full year (52 weeks)? Y  N   
If 'no', how many weeks was it available for rent? \_\_\_\_\_

Information required;	Information Supplied	N/A
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INCOME

- |  |                          |                          |
|--|--------------------------|--------------------------|
| ✦ Gross rent   | <input type="checkbox"/> | <input type="checkbox"/> |
| ✦ Bond money claimed (only if actually received to reimburse for damages or lost rent) | <input type="checkbox"/> | <input type="checkbox"/> |

EXPENSES

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Advertising costs   | <input type="checkbox"/> | <input type="checkbox"/> |
| Body Corporate fees   | <input type="checkbox"/> | <input type="checkbox"/> |
| Real estate agent fees & commissions  | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning  | <input type="checkbox"/> | <input type="checkbox"/> |
| Council rates & water   | <input type="checkbox"/> | <input type="checkbox"/> |
| Electricity   | <input type="checkbox"/> | <input type="checkbox"/> |
| Gardening/mowing  | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurance   | <input type="checkbox"/> | <input type="checkbox"/> |
| Pest control  | <input type="checkbox"/> | <input type="checkbox"/> |
| Postage & sundries  | <input type="checkbox"/> | <input type="checkbox"/> |
| Reasonable travel expenses to inspect/repair the property or collect the rent (directly from the tenant).   | <input type="checkbox"/> | <input type="checkbox"/> |
| Telephone   | <input type="checkbox"/> | <input type="checkbox"/> |
| Interest expense and bank charges   |                          |                          |
| ✦ If the loan is not 100% for the investment property, please supply additional information to assist us with calculating the deductible portion.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ✦ If the loan was refinanced during the year, please supply us with the refinancing cost, as well as the purpose of the new finance.  |                          |                          |
| Depreciation expenses (Unless we already have this information from last year)  |                          |                          |
| ✦ If you have not had a Quantity Surveyors Report carried out on the property (to establish construction costs and value of fittings etc), please contact our office for a recommendation.                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Repairs & maintenance   |                          |                          |
| ✦ Repairs & improvements that were required when the property was first rented out ( <i>new properties only</i> )   | <input type="checkbox"/> | <input type="checkbox"/> |
| ✦ Other general repairs   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of new assets purchased/installed, for example;   |                          |                          |
| ✦ Hot water systems   | <input type="checkbox"/> | <input type="checkbox"/> |
| ✦ Ceiling fans  |                          |                          |
| ✦ Sheds & carports  |                          |                          |
| Were the tenants relatives or associates of the owners <u>and</u> the property was rented at less than market value? Y <input type="checkbox"/> N <input type="checkbox"/><br>If 'yes'; to be reviewed with client manager. |                          |                          |
| If the property was purchased or sold during the financial year, please provide;  |                          |                          |
| ✦ Contract of purchase &/or sale, <u>and</u>  | <input type="checkbox"/> | <input type="checkbox"/> |
| ✦ Solicitor settlement statement/s  | <input type="checkbox"/> | <input type="checkbox"/> |