



Rental property Checklist 2008

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

INCOME

- Gross rent
Bond money claimed (only if actually received to reimburse for damages or lost rent)

EXPENSES

- Advertising costs
Body Corporate fees
Real estate agent fees & commissions
Cleaning
Council rates & water
Electricity
Gardening/mowing
Insurance
Pest control
Postage & sundries
Reasonable travel expenses to inspect/repair the property or collect the rent (directly from the tenant).
Telephone
Interest expense and bank charges
Depreciation expenses (Unless we already have this information from last year)
Repairs & maintenance
Details of new assets purchased/installed, for example;
Were the tenants relatives or associates of the owners and the property was rented at less than market value?
If the property was purchased or sold during the financial year, please provide;