



Rental property Checklist 2009

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
  - ✦ If the loan is not 100% for the investment property, please supply additional information to assist us with calculating the deductible portion.
  - ✦ 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.
- Repairs & maintenance
  - ✦ Repairs & improvements that were required when the property was first rented out (*new properties only*)
  - ✦ Other general repairs
- Details of new assets purchased/installed, for example;
  - ✦ Hot water systems
  - ✦ Ceiling fans
  - ✦ Sheds & carports
- Were the tenants relatives or associates of the owners and the property was rented at less than market value? Y  N   
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, and
  - ✦ Solicitor settlement statement/s