

## 2020 RENTAL PROPERTY CHECKLIST

Please complete one checklist per property

### Personal Details

Name:

Postal address:

Residential address:

Mobile no:

Email:

### Property Details

Property address

Purchase date

*If purchased since 1 July 2019, please provide a copy of contract and settlement statement*

Date property first available for rent

### Income

Rental income received

*If rented through an agent, please provide year-end agent statement*

Any other income received relating to rental property

*Examples include reimbursements for repairs or damage, insurance proceeds, government rebates*

### Expenses

Advertising for tenants

Body corporate fees and charges

Borrowing expenses (eg loan fees)

Cleaning

Council rates

Depreciation \*

*Please provide invoices for items purchased*

Gardening & lawn mowing

Insurance

Interest on loan (s)

*Please provide loan statements covering period from 1 July 2019 to 30 June 2020*

Land tax

Legal expenses

Pest control and inspections

Property agent fees and commissions

Repairs and maintenance

*Please provide details of work undertaken*

Capital works deductions

*Please provide details of any renovations or capital work*

Stationery, telephone & postage

Travel expenses \*\*

Water rates & charges

Other rental expenses not listed above

\* From 1 July 2017 you may not be able to claim a deduction for depreciation on second-hand assets. Discuss these with us.

\*\* From 1 July 2017 deductions for travel expenses relating to residential rental properties have been limited. Discuss your expenses with us.

### Terms of engagement

*We have agreed to prepare your income tax return and the procedures we perform will be limited exclusively to those that relate to tax preparation. All returns are prepared from the information provided by you using this checklist as a guide. It is your responsibility to provide all relevant information to your Accountant to ensure correct preparation of your return.*