

## Rental Property Checklist - June 2023

### Rental Property Summary

<b>Income Year Ended</b>	
<b>Address of property</b>	
<b>Date property was acquired</b> (please provide purchase contract and settlement statement related to purchase)	
<b>Number of weeks property was rented this year</b>	
<b>Date property first earned rental income</b>	
<b>Is this property registered for GST? (Y/N)</b>	
<b>Have you had a Depreciation Report prepared? (Y/N) If yes, please supply a copy.</b>	
<b>Income and Expenses Details</b> (Please provide your <i>Annual Agent's Statement</i> and all invoices/documentation for expenses paid personally)	
<b>Income</b>	
Rental Income	\$
Miscellaneous Income	\$
<b>Expenses</b>	
Advertising for Tenants	\$
Agent Fees / Commissions	\$
Body Corporate Fees	\$
Cleaning	\$
Council Rates	\$
Gardening / Lawn Mowing	\$
Home Office Expenses	\$
Insurance	\$
Interest on Loans	\$
Land Tax	\$
Legal Fees	\$
Pest Control	\$
Repairs and Maintenance	\$
Stationery / Telephone / Postage	\$
Water Rates	\$
<b>Other Expenses (please provide list)</b>	



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