



RENTAL PROPERTY CHECKLIST

- INDIVIDUAL

PROPERTY INFORMATION

Owner Name (Ownership %)	
Property Address	
Purchase Date	
Purchase Price	

▼ **Please provide a copy of the Property Agent's statement for the financial year. Please also provide the following details:**

INCOME

Date Property First Earned Rent:	
Number of Weeks Property Rented This Year:	
Rental Income:	
Other Rental Income:	

EXPENSES

	\$		\$
Advertising for Tenants		Property Agent Fees	
Body Corporate		Repairs & Maintenance	
Borrowing Expenses		Stationery, Telephone & Postage	
Cleaning		Travel Expenses	
Council Rates		Water Charges	
Gardening		Sundry Expenses	
Insurance		Bank Fees	
Interest on Loans		Quantity Surveyor Fees	
Land Tax		Other	
Legal Fees		
Pest Control		

★ **Please provide a copy of any quantity surveyors report and your prior years tax return in order to ensure we pick up all depreciation items for the property.**