



### Year End of Year Checklist - Rental Property Details

If you have received rental income during the financial year,  
please provide the following information:

CLIENT NAME:

1.	<b>Owners of the Property.</b> (required only if not provided in prior years) - If more than 1 owner, provide percentage of ownership	<input type="checkbox"/>
2.	<b>Summary of rent received for each property rented.</b> - rent received for each property should be listed separately - if an agent collects the rent on your behalf, please include copies of all agents' statements and summaries.	<input type="checkbox"/>
3.	<b>Summary of rental property expenditure.</b> - this includes all payments in respect of advertising, repairs and maintenance, rates, insurance, gardening, cleaning, body corporate levies, agent commissions, etc.	<input type="checkbox"/>
4.	<b>Interest charged on loans relating to rental properties.</b> - include copies of all bank statements for the year.	<input type="checkbox"/>
5.	<b>Property Construction Costs.</b> (required for Building Write Off Deduction) (required only if not provided in prior years) - details of when the property was constructed and the construction costs (if not provided in prior year). - If this information is not available, please contact us to discuss whether you may be able to claim the Building Write Off deduction.	<input type="checkbox"/>
6.	<b>Details of capital expenditure.</b> - this includes details of the nature and amount of all expenditure on furniture, equipment, structural building additions, extensions and/or improvements, and the date the expenditure was incurred.	<input type="checkbox"/>
7.	<b>Details of costs incurred in administering rental properties.</b> - include details of travel expenses incurred and kilometres travelled to collect rent and make property inspections.	<input type="checkbox"/>
8.	<b>If property purchased during the financial year, provide purchase details.</b> - provide copy of both the purchase contract AND settlement statement.	<input type="checkbox"/>
9.	<b>Details of any new borrowings from banks or other financial institutions.</b> - provide copies of all correspondence between yourself and the lender including details of all establishment fees and associated borrowing costs. - include copies of all loan statements.	<input type="checkbox"/>
10.	<b>Separate bank account maintained for rental property.</b> - include all cheque and deposit details and copies of bank statements. - ensure all deposits are clearly marked and cheque details are complete with appropriate descriptions.	<input type="checkbox"/>
11.	<b>Advise number of weeks the property was available for rent.</b> - provide the date the property first became available for rent. - if property not available for rent for full year, provide start and end dates. - if the property was used privately at any time during the financial year, please advise the number of days the property was used for private purposes.	<input type="checkbox"/>
12.	<b>If property was sold during the year, provide sale details.</b> - provide copy of both the sell contract AND settlement statement.	<input type="checkbox"/>