

Checklist for Rental Property Owners

- 1 Did you purchase a rental property during 1/7/10 to 30/6/11?**
(Please provide a copy of the offer & acceptance contract and the final settlement statement for this event).
- 2 Did you sign a contract to sell your rental property during 1/7/10 to 30/6/11?**
(Please provide a copy of the offer & acceptance contract and the final settlement statement for both the sale and the purchase).
- 3 Did you receive any rent?**
(Please provide an annual income & expenses summary from your property manager or other documentation to support your income received).
- 4 Were any of the following expenses incurred for your rental?**
(Please bring in a summary of these expenses or the receipts).
- | | |
|---|--------------------------|
| Advertising for Tenants | <input type="checkbox"/> |
| Body Corporate Levies | <input type="checkbox"/> |
| Cleaning | <input type="checkbox"/> |
| Council Rates | <input type="checkbox"/> |
| Gardening / Lawn mowing | <input type="checkbox"/> |
| Insurance (Building, Contents etc.) | <input type="checkbox"/> |
| Interest & Bank Charges (please provide your loan statements) | <input type="checkbox"/> |
| Land Tax | <input type="checkbox"/> |
| Pest Control | <input type="checkbox"/> |
| Property Agent Fees | <input type="checkbox"/> |
| Stationery, Telephone & Postage | <input type="checkbox"/> |
| Repairs & Maintenance | <input type="checkbox"/> |
| Water, Electricity / Gas | <input type="checkbox"/> |
- 5 Was your rental property constructed after 1985?**
If so you may be entitled to claim a special building deduction.
- 6 Did you incur any travel expense in relation to inspecting or repairing your rental property?**
(Please provide a log book to support your claims).
- 7 Did you purchase any replacement/capital items valued at more than \$300?**
eg. Hot water system, carpet, air-conditioner.
(Please provide details or receipts).
- 8 Do you have a Depreciation Report?**
(Please bring with you to your appointment).

Signature of Taxpayer

Name (Print)