

2021 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 <i>If purchased since 1 July 2020, please provide a copy of contract and settlement statement</i>
Date property first available for rent
Income
Rental income received <i>If rented through an agent, please provide year-end agent statement</i>
Any other income received relating to rental property <i>Examples include reimbursements for repairs or damage, insurance proceeds, government rebates</i>
Expenses
Advertising for tenants
Body corporate fees and charges
Borrowing expenses (eg loan fees)
Cleaning
Council rates
Depreciation * <i>Please provide invoices for items purchased</i>
Gardening & lawn mowing
Insurance
Interest on loan (s) <i>Please provide loan statements covering period from 1 July 2020 to 30 June 2021</i>
Land tax
Legal expenses
Pest control and inspections
Property agent fees and commissions
Repairs and maintenance <i>Please provide details of work undertaken</i>
Capital works deductions <i>Please provide details of any renovations or capital work</i>
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.