



Rental property Checklist 2021

Client name: _____ Email: _____

Legal owners: 1) _____ % 2) _____ %

Was the property available for rent for the full year (52 weeks)? Y N

If 'no', how many weeks was it available for rent? _____

Information required; Information Supplied Not applicable

INCOME

| | | |
|--|--------------------------|--------------------------|
| ✦ Gross rent | <input type="checkbox"/> | <input type="checkbox"/> |
| ✦ Bond money claimed (only if actually received to reimburse for damages or lost rent) | <input type="checkbox"/> | <input type="checkbox"/> |

EXPENSES

| | | |
|--|--------------------------|--------------------------|
| Advertising costs | <input type="checkbox"/> | <input type="checkbox"/> |
| Body Corporate fees | <input type="checkbox"/> | <input type="checkbox"/> |
| Real estate agent fees & commissions | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning | <input type="checkbox"/> | <input type="checkbox"/> |
| Council rates & water | <input type="checkbox"/> | <input type="checkbox"/> |
| Electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| Gardening/mowing | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurance | <input type="checkbox"/> | <input type="checkbox"/> |
| Pest control | <input type="checkbox"/> | <input type="checkbox"/> |
| Postage & sundries | <input type="checkbox"/> | <input type="checkbox"/> |
| Telephone | <input type="checkbox"/> | <input type="checkbox"/> |
| Interest expense and bank charges ✦ If the loan is not 100% for the investment property, please supply additional information to assist us with calculating the deductible portion. ✦ If the loan was refinanced during the year, please supply us with the refinancing cost, as well as the purpose of the new finance. | <input type="checkbox"/> | <input type="checkbox"/> |
| Depreciation expenses (Unless we already have this information from last year) ✦ If you have not had a Quantity Surveyors Report carried out on the property (to establish construction costs and value of fittings etc), please contact our office for a recommendation. | <input type="checkbox"/> | <input type="checkbox"/> |
| Repairs & maintenance ✦ Repairs & improvements that were required when the property was first rented out (new properties only) ✦ Other general repairs | <input type="checkbox"/> | <input type="checkbox"/> |

OTHER

| | | |
|---|--------------------------|--------------------------|
| Details of new assets purchased/installed, for example; ✦ Hot water systems, ceiling fans, furniture ✦ Sheds & carports | <input type="checkbox"/> | <input type="checkbox"/> |
| Were the tenants' relatives or associates of the owners <u>and</u> the property was rented at less than market value? <i>If 'yes'; this needs to be reviewed with your client manager.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide information on any period/s during the year the property wasn't genuinely available to rent (eg. owner stays). | <input type="checkbox"/> | <input type="checkbox"/> |
| If the property was purchased or sold during the financial year, please provide; ✦ Contract of purchase &/or sale, <u>and</u> ✦ Solicitor settlement statement/s | <input type="checkbox"/> | <input type="checkbox"/> |



Important! Please ensure that you provide us with additional information where Covid-19 (or the Government's responses to the pandemic) have caused changes to your rental income, occupancy, loan repayments, or interest expense.