



Rental property Checklist 2022

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 <i>and</i> 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, <i>and</i> ✦ Solicitor settlement statement/s	<input type="checkbox"/>	<input type="checkbox"/>

Important! Please ensure that you provide us with additional information where associated loans have been re-negotiated or fixed, or where loan funds have been redrawn for any purpose.