

# 2011 Rental Property Checklist

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## RENTAL PROPERTY DETAILS

**1** Address of rental property: \_\_\_\_\_

\_\_\_\_\_

**2** Date Property Purchased:  Cost: \$

**3** Date property first earned rental income:

**4** No. weeks property available for rent:

**5** Was property sold during the year?  Yes\*  No

\*Date of sale:

*(If property sold, please provide Settlement Statement for CGT calculation purposes)*

**6** Is property a shared ownership?  Yes  No

*If yes, please provide more detail below:*

Name	% Ownership

## INCOME

**7** Gross rental income: \$

**8** Insurance recoveries: \$

**9** Other rental income: \$

## EXPENSES

**10** Advertising for tenants: \$

**11** Body corporate fees: \$

**12** Borrowing expenses: \$

**13** Cleaning: \$

## EXPENSES - continued

<b>14</b> Council Rates	\$
<b>15</b> Gardening/Lawn mowing:	\$
<b>16</b> Insurance:	\$
<b>17</b> Interest on loans:	\$
<b>18</b> Land Tax:	\$
<b>19</b> Legal fees:	\$
<b>20</b> Pest control:	\$
<b>21</b> Property management fees/commission:	\$
<b>22</b> Repairs & Maintenance: <i>Please include invoices for purchases exceeding \$300</i>	\$
<b>23</b> Stationery, Telephone & Postage:	\$
<b>24</b> Stamp Duty:	\$
<b>25</b> Travel/Inspection expenses:	\$
<b>26</b> Water charges:	\$
<b>27</b> Building write off: ^	\$
<b>28</b> Depreciation: ^	\$
<b>29</b> Other: <i>Please provide details on "Other" expenses:</i>	\$

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^ These will be calculated by Bonsella if we hold your records