

2010 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

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

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