



Rental Property Income Tax Return Checklist Year end 30 June 2017

Rental Property Address:

Names of Owners and % of Ownership:

OWNER ONE: (.....%) OWNER TWO:(.....%)

Please provide the following documentation in order to complete your tax return		
1.	Agents Monthly Statements and / or Annual Summary	This will show gross rent for the year and allowable deductions paid by the Agent on your behalf such as management fees, repairs, etc. If you provide an annual summary you do not need to provide monthly statements.
2.	Body Corporate	Please supply copies of all quarterly or bi-annual Body Corporate statements BODY CORPORATE TOTAL COSTS:
3.	Council Rates	Please supply copies of all quarterly, bi-annual or annual Council rate notices COUNCIL RATES TOTAL COSTS:
4.	Insurances	There are a range of insurances you may have on your investment property all of which are tax deductible: <i>(Please provide copies of your annual insurance renewals)</i> Building: Contents: Landlord Protection: INSURANCE TOTAL COSTS:
5.	Land Tax	Please supply Land Tax Assessment Notices with a detailed breakup of what the Land Tax is being levied on. LAND TAX TOTAL COSTS:
6.	Water Rates	Please supply all quarterly, bi-annual or annual Water Rate Notices WATER RATES TOTAL COSTS:
7.	Travel expenses	You are entitled to claim a tax deduction for motor vehicle expenses incurred in travelling to inspect and maintain your investment property. Details of mileage incurred and any associated travel costs should be detailed in a diary and all receipts and invoices kept. This may include airfares, meals and accommodation, car hire, etc., in respect to interstate property. (Please note pre-purchase travel and pre-rental travel are not deductible). Airfares: Kilometres: <i>(not airfare travel)</i> Accommodation: Meals: Car Hire: Other: <i>(Please Specify)</i> Duration of stay:

