



Rental Property Income Tax Return Checklist Year end 30 June 2016

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:

8.	Additional income Received	Detail of any additional income received. Please supply supporting details. _____ \$ _____ \$															
9.	Additional expenses incurred	Details of any additional expenses which you have paid directly <u>and which are not included in the Agents summary</u> : If costs are over \$300 please supply supporting invoices. Bank Charges: Gardening: Custodian Fee: Repairs & Maintenance: Cleaning: Telephone: Pest Control: Gas: Quantity Surveyors Report: Other:															
10.	Interest	Please supply bank statements showing loan movements and interest for the year from 1 July 2015 to 30 June 2016 Bank 1: Account no: Closing Balance: Interest expense: Opening Balance: Rate %..... fixed variable interest rates (<i>please tick</i>) Bank 2: Account no: Closing Balance: Interest expense: Opening Balance: Rate: %..... fixed variable interest rates (<i>please tick</i>) Bank 3: Account no: Closing Balance: Interest expense: Opening Balance: Rate: Fixed variable interest rates (<i>please tick</i>) Would you like a complimentary review of your current interest rates? YES NO															
11.	Capital Improvements	Please provide invoices of any improvements to the property for depreciation purposes (e.g. furniture, white goods, curtains and blinds or structural additions such as pergolas). <table border="1"> <thead> <tr> <th data-bbox="351 1568 766 1601">Asset</th> <th data-bbox="766 1568 1149 1601">Date of Purchase</th> <th data-bbox="1149 1568 1560 1601">Cost (\$)</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Asset	Date of Purchase	Cost (\$)
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12.	Additional Items	Please provide the following information, if previously not supplied: <ul style="list-style-type: none"> ▪ Purchase settlement statement for each property (<i>found with final documents from solicitor</i>) ▪ Borrowing cost disbursement notice or loan offer documents so borrowing costs can be calculated. (<i>This should be supplied by your Financier. If you have two loans, a main loan and a line of credit, there should be two loan offer documents</i>) ▪ Quantity Surveyors Report so depreciation can be claimed. 															