

Rental Schedule Checklist

Please print and complete the following checklist for each rental property prior to forwarding tax documents to this office to assist us in preparing your tax return.

Client Name:

Property Address:

Date Acquired:

Date Property first earned income:

Number of weeks Property was rented this financial year:

Income

	Yes	No
Rental Income Received (attach Rental Statements)		

Expenses

	Yes	No
Advertising (attach details)		
Bank Charges & Fees (attach details)		
Borrowing Costs (attach details)		
Agents Commission (per Rental Statements)		
Water Rates (attach details)		
Council Rates (attach details)		
Electricity (attach details)		
Insurance (attach details)		
Interest Paid on Property Loan (attach details)		
Land Tax (attach details)		
Repairs & Maintenance (attach details)		
Travelling Expenses (attach details)		
Other Expenses (attach details)		

Other Details

	Yes	No
Purchase of Property Fixtures & Fittings, ie. Blinds, Heater...etc. (attach details)		
Purchase or Sale of Rental Property (attach contract)		