



Detailed Rental Property Checklist

If we have not done your rental property return before, please provide us with a copy of your last return for reference, including full depreciation schedules.

Client Name: _____

Address of the Property: _____

Number of weeks rented this financial year: _____ Total rent received :\$ _____

Regular Expenses

Advertising for Tenants	\$ _____
Body Corporate (Strata) Fees and Charges	\$ _____
Cleaning	\$ _____
Council Rates	\$ _____
Gardening/Lawn Mowing	\$ _____
Insurance	\$ _____
Interest on Loan(s)	\$ _____
Land Tax	\$ _____
Legal Expenses	\$ _____
Pest Control	\$ _____
Property Agent Fees/Commission	\$ _____
Repairs and Maintenance	\$ _____
(all items over \$300 must be itemised)	
Stationary Telephone & Postage	\$ _____
Travel Expenses (please provide full details)	\$ _____
Water Charges	\$ _____
Sundry Expenses (please provide full details)	\$ _____

If you have done a Depreciation Report (Quantity Survey) since your last return, we will also require a copy of that report.

Please make extra notes about any items (income or expenses) below.