



## 2016/17 Rental Property Checklist

### General Rental Property Information

1. Annual statement of income and expenses (from your real estate manager)
2. Details of all expenses not included on annual statements – this may include:
  - Advertising expenses
  - Body corporate fees
  - Cleaning fees
  - Council rates
  - Water Rates
  - Gardening expenses
  - Insurance
  - Interest (provide loan statements)
  - Loan establishment fees expenses on new or re-financed loans
  - Land tax
  - Bank Fees
  - Pest control
  - Repairs & Maintenance
  - Electricity expenses
  - Travel expenses (for inspections), usually based on kms travelled.
  - New asset purchases including description, date and cost of each item e.g. carpets, ovens etc.

### New Purchase

1. Sale Contract
2. Settlement Statement (many settlement adjustments are claimable)
3. Depreciation Schedule (Building write-off available if constructed after 1985. Asset depreciation always available)
4. Initial loan documentation and bank statements (Borrowing costs such as loan application fees and stamp duty on mortgages are claimable over 5 years)

### Sale of Property

1. Sale Contract from sale
2. Sale Contract from purchase
3. Settlement Statement from sale
4. Settlement Statement from purchase
5. Real Estate commission
6. Advertising costs
7. Legal costs for purchase and sale (including stamp duty) and the cost of building inspections
8. Receipts for building additions since purchase
9. Receipts for initial repairs or other non-deductible items through ownership period