



## 2020/2021 Rental Property Checklist

### General Rental Property Information

- ✦ Annual statement of income and expenses (from your real estate manager)
- ✦ 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
  - New asset purchases including description, date, and cost of each item e.g. carpets, ovens etc.

### New Purchase

- ✦ Sale Contract
- ✦ Settlement Statement (many settlement adjustments are claimable)
- ✦ Depreciation Schedule for new builds only
- ✦ 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

- ✦ Sale Contract from sale
- ✦ Sale Contract from purchase
- ✦ Settlement Statement from sale
- ✦ Settlement Statement from purchase
- ✦ Real Estate commission
- ✦ Advertising costs
- ✦ Legal costs for purchase and sale (including stamp duty) and the cost of building inspections
- ✦ Receipts for building additions since purchase
- ✦ Receipts for initial repairs or other non-deductible items through ownership period