

ABN 754 275 989 51
 Office Address: Level 19/567 Collins Street Melbourne VIC 3000
 Mail Address: GPO Box 4788 Melbourne VIC 3001

Rental Property Information Checklist

Client Name		Year	
Property Details			
Address			
Date Property Purchased		Date Property Built	
Please provide the purchase contract for this property if it is the first year claiming it with us.			
Date Property First Earned		Number of Weeks Available For Rent	
Ownership Details	<input type="checkbox"/> In your name only <input type="checkbox"/> In Joint Names		
Owners & Ownership %			
Please provide property agent annual report and/or complete below for other income & expenses			
Income- 1 July to 30 June			
Gross Rent			
Other Rental Income			
Expenses- 1 July to 30 June			
Advertising		Body of Corporate Fees	
Borrowing Expenses		Cleaning	
Council Rates		Gardening/ Lawn mowing	
Insurance		Interest (Minus Private Portion)	
Land Tax		Legal Fees	
Pest Control		Property Management Fees/	
Repairs & maintenance		Stationery, Telephone & Postage	
Water Charges		Other	
Depreciable Items Purchased during the year			
Item	Date Purchased	Cost	
Improvements/ Construction Cost Incurred During The Year			
Item	Date	Cost	

Please complete and return this form to us (PRIOR to your appointment if relevant):

Also please provide us with a copy of your Quantity Surveyor prepared Tax Depreciation Report (if you haven't previously done so). If you don't have one, let us know soon so we can arrange one for you.

Signature

Date