

2017 Rental Property Checklist

Name: _____

Address: _____

Contact No: _____

Email: _____

RENTAL PROPERTY DETAILS

1 Address of rental property: _____

2 Date Property Purchased: Cost: \$

3 Date property first earned rental income:

4 No. weeks property available for rent:

5 Was property sold during the year? Yes* No

*Date of sale:

(If property sold, please provide Settlement Statements for both purchase and disposal outlining costs of disposal)

6 Is property a shared ownership? Yes No

If yes, please provide more detail below:

Name	% Ownership

INCOME

7 Gross rental income: Please attach records detailing income

8 Insurance recoveries:

9 Other rental income:

EXPENSES

10 Advertising for tenants:

11 Body corporate fees:

12 Borrowing expenses:

13 Cleaning:

EXPENSES - continued

14 Council Rates	\$	
15 Gardening/Lawn mowing:	\$	
16 Insurance:	\$	
17 Interest on loans:	\$	Please attach loan statements showing interest paid
18 Land Tax:	\$	
19 Legal fees:	\$	
20 Pest control:	\$	
21 Property management fees/commission:	\$	
22 Repairs & Maintenance:	\$	
<i>Please include invoices for purchases exceeding \$300</i>		
23 Stationery, Telephone & Postage:	\$	
24 Stamp Duty:	\$	
26 Water charges:	\$	
27 Building write off:^	\$	
28 Depreciation:^	\$	Do you have a tax depreciation schedule? - Y / N (please circle)
29 Depreciable assets bought or disposed	\$	Please attach receipts
30 Other:	\$	
<i>Please provide details on "Other" expenses:</i>		

^ These will be calculated by Bonsella if we hold your records

^ If you do not have a depreciation schedule for your rental property, please contact us to arrange for one