

RENTAL PROPERTY SUMMARY WORKSHEET

Property owned by:

Financial Year Ending:

Property address:

of weeks available for rent:

of weeks actually rented:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Gross rent received													
Other income received													
Less expenses:													
Agent's fees													
Sundry agent's fees													
Letting fees													
Advertising													
Cleaning													
Repairs & maintenance													
Body corporate fees													
Council/General rates													
Land Tax													
Water rates													
Insurance													
Interest													
Capital improvements													
Furniture/fittings													

NOTES

- ✓ If you have an agent you can provide a copy of their annual statement rather than copying the information into here.

- ✓ Rental property income and expenditure is calculated on a cash/date paid basis.

- ✓ Don't forget your property loan bank statements so that we can calculate the interest and bank fees. Please let us know if you have refinanced or drawn down on your loan.

- ✓ If you have paid for any capital improvements or bought new furniture/fittings please provide details.

What you need to provide your accountant

Every year

- Bank statements for rental property loans and details of any redraws
- Invoices/receipts relating to payments for capital improvements and new fixtures and fittings
- Annual Statement of income and expenses from your property manager

New Properties

- Copy of front page of contract
- Copy of Settlement Statement
- Legal fees, stamp duty and any other purchase costs paid
- Bank Loan statements and application fees
- Tax depreciation schedule (quantity surveyors report)

At DFK Everalls, we want to empower you with information to achieve the best results you can.
We have put this checklist together to help you get everything in order.

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Building better businesses since 1968

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