

Rental checklist

1 Rental income

☐ Rental income received

If you have a real estate agent summary statement for the year, please provide us with a copy. If you don't use an agent, please **contact us** for a spreadsheet template.

2 Rental expenses paid

- | | | |
|--|---|--|
| ☐ Council rates | ☐ Body corporate fees | ☐ Advertising fees |
| ☐ Cleaning fees | ☐ Land tax | ☐ Pest control expenses |
| ☐ Water charges | ☐ Insurance — landlord, building & contents | |
| ☐ Interest and bank fees
Have you redrawn any money out of the loan during the year for non-property related expenses? | ☐ Repairs and maintenance
If these exceed \$300, please send receipts so we can determine whether depreciation is required. | |
| ☐ New rental assets
For example furniture or white goods. Please provide receipts. | ☐ Strata levies
Please tell us if you paid any Special Levies as they may be subject to depreciation rather than deductible outright now. | |
| ☐ Renovation or improvement costs, if any
Please provide receipts. | | |

3 New rental properties

- | | | |
|--|--|--|
| ☐ Contract and settlement statement on purchase | ☐ Stamp duty and legal fees receipt | ☐ Depreciation report, if any |
| ☐ Date the property was purchased | ☐ Date first available for rent | ☐ Is the property rented at fair market rates |
| ☐ Any expenses getting the property in a condition to be ready to rent out. | | |

THREE THINGS TO NOTE

- 1 Please check that all four quarterly payments are included. Deductions are on a cash basis — they are claimable in the financial year they were paid.
- 2 Please keep all records in case the ATO requires substantiation. If you send a summary only, please confirm that you hold all receipts.
- 3 If your home was partially rented out, became a rental property, you moved into the property, or there is any private use, please provide details.