



INVESTMENT PROPERTY CHECKLIST

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For the year ending 30 June _____

RENTAL PROPERTY DETAILS

Address

Is the property a shared ownership?

No of Weeks available for rent this year?

Date Property was purchased

Rental Income

Gross rental income

Other rental income

Rental Expenses

- | | |
|--|--|
| <input type="checkbox"/> Advertising for Tenants | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Body Corporate fees | <input type="checkbox"/> Council Rates |
| <input type="checkbox"/> Pest Control | <input type="checkbox"/> Legal Fees |
| <input type="checkbox"/> Gardening/Lawn Mowing | <input type="checkbox"/> Land Tax |
| <input type="checkbox"/> Insurance (building, contents etc) | <input type="checkbox"/> Electricity/Gas |
| <input type="checkbox"/> Repairs & maintenance | <input type="checkbox"/> Stationary, telephone & Postage |
| <input type="checkbox"/> Interest on loans | <input type="checkbox"/> Property Agent Fees |
| <input type="checkbox"/> Water Charges | <input type="checkbox"/> Quantity Surveyor Report (Depreciation Report) |

Rental Property Travel

Please provide details of costs incurred to inspect your property
(e.g. Distance travelled and the model and engine size of your vehicle)

Did you buy or sell the property in the financial year?

If the property was purchased or sold during the year, please provide purchase & sale contracts