

Rental Property Checklist

- If you own more than one property, a separate *Rental Property Schedule* must be prepared for each property.
- Where you are a part-owner of a rental property, each *Rental Property Schedule* must record **your share** of rental property income and expenses for each property.

Rental Details		
Name		
Address of Property		
Date property first earned rental income	/	/
Rental from	/	/
Rental to	/	/
Number of weeks property was rented this year		
Date property was acquired	/	/
	Amount	
Date property was sold (during current year)	/	/
	Amount	
Income		
Rental	Gross Amount \$	_____
Acquisition Cost	Disposal Costs	
Solicitor Fees		
Stamp Duty		
Borrowing Expenses		
Settlement Adjustments		

Expenses	
Details	Gross Amount(s) - \$
Advertising for tenants	
Body corporate fees	
Borrowing expenses	
Cleaning	
Council rates	
Depreciation on plant	
Gardening / lawn mowing	
Insurance	
Interest on loan(s)	
Land tax	
Legal fees	
Pest control	
Property agent fees/comm..	
Repairs & maintenance	
Capital works deductions (special building write-off)	
Stat, telephone & postage	
Travel expenses	
Water charges	
Sundry rental expenses	
Accounting fees	
Bank charges	
Maintenance levies	
Stamp duties on leased property	
Total expenses: Add expenses amts	
Net Rent:	

Apportioned of Income and Expenses (Share before private use)			
Details (Name of Owners)	% Share	% Private Use	Gross Share
Totals			