

CHECKLIST FOR RENTAL PROPERTY OWNERS

1. Did you purchase a rental property during 01/07/08 to 30/06/09?

(Please provide a copy of the offer & acceptance contract & the final settlement statement for this event)

2. Did you sign a contract to sell your rental property during 01/07/08 to 30/06/09?

(Please provide a copy of the offer & acceptance contract & the final settlement statement for both the sale and the purchase)

3. Did you receive any rent?

(Please provide an annual income & expense summary from your property manager or other documentation to support your income received)

4. Were any of the following expenses incurred for your rental?

(Please bring in a summary of these expenses or the receipts)

Advertising for Tenants	_____	Cleaning	_____
Body Corporate Levies	_____	Council Rates	_____
Phone Calls & Rental	_____	Pest Control	_____
Gardening / Lawn mowing	_____	Land Tax	_____
Insurance (Building, Contents etc.)	_____	Electricity / Gas	_____
Repairs & Maintenance	_____	Stationery & Postage	_____
Interest & Bank Charges (please provide your loan statements)	_____	Property Agent Fees	_____

5. Was your rental property constructed after 1985?

If so you may be entitled to claim a special building deduction, please contact our office for further details.

6. Did you incur any travel expense in relation to inspecting or repairing your rental property?

(Please provide a log book to support your travel claims)

7. Did you purchase any replacement/capital items valued at more that \$300? (eg, hot water system, carpet, air conditioner)

(Please provide details or receipts)
