

Client name: Property Address: 

Owner 1 name		Share of ownership	<input type="text"/>	%
Owner 2 name		Share of ownership	<input type="text"/>	%
Owner 3 name		Share of ownership	<input type="text"/>	%
Owner 4 name		Share of ownership	<input type="text"/>	%

**INCOME**

- \$ -

- Gross Rent (copy of agent's Annual Statement)

**EXPENSES (details of expenses not included on the agent's annual statement)**

Advertising Costs	\$	<input type="text"/>
Body Corporate Fees	\$	<input type="text"/>
Body Corporate Fees - Special Levy Fees	\$	<input type="text"/>
Borrowing Costs - please provide details	\$	<input type="text"/>
Cleaning	\$	<input type="text"/>
Council Rates & Water	\$	<input type="text"/>
Electricity	\$	<input type="text"/>
Gardening/mowing	\$	<input type="text"/>
Insurance	\$	<input type="text"/>
Interest expense and bank charges	\$	<input type="text"/>
Land Tax - if it applies to multiple properties, please allocate to each property	\$	<input type="text"/>
Pest Control	\$	<input type="text"/>
Postage & Sundries	\$	<input type="text"/>
Real Estate agent fees & commissions	\$	<input type="text"/>
Telephone & Stationery costs	\$	<input type="text"/>

If the loan is not 100% for the investment property, please supply additional information to assist us with calculating the deductible portion

If the loan was refinanced during the year, please supply us with the refinancing cost, as well as the purpose of the new finance.

**Depreciation expenses (Unless we already have this information from last year)**

If you have not had a Quantity Surveyors Report carried out on the property (to establish construction costs and value or fittings etc), please contact our office for a recommendation.

**Repairs & Maintenance**

- Repairs & maintenance that were required when the property was first rented out (new properties only)
- Other general repairs

**Details of new assets purchased/installed (date of purchase and amounts) for example:**

- Hot Water systems
- Ceiling fans
- Sheds & carports

**If the property was purchased or sold during the financial year, please provide:**

- Contract of purchase &/or sale, and
- Solicitor settlement statement/s
- Bank letter of offer and acceptance
- Legal tax invoices
- Receipts for building additions since purchase
- Receipts for initial repairs or other non-deductible items through ownership period
- Agents fees and commissions and marketing costs on sale

Please attach this checklist with your 2019 tax information