



RENTAL PROPERTY DATA GATHERING CHECKLIST

(Use this in conjunction with the Rental Deductions Checklist)

Please email this to office@kdfaccountants.com.au at least two days before your appointment.

CLIENT NAME:

PROPERTY DETAILS

Address:.....

Date Purchased:.....

Was the property available for rent for the full year? Y / N

If not, state the number of weeks available for rent:.....

If there is a loan, was it used solely to finance the rental property? Y / N

(Note - if the loan was used for other purposes as well as the property any associated interest and charges will have to be apportioned. We can assist you with this.)

Was the property rented to a related party? Y / N

If yes, was it rented at market value? Y / N

If not rented at market value, please supply the applicable market value rent for the property \$.....

(Note – if the property was rented to a related party at less than market value, all expenses will have to be apportioned accordingly. We can assist you with this)

IF PROPERTY FIRST RENTED IN THE CURRENT YEAR, please supply the following information:

Ownership Details – Title and percentage ownership

Purchase Contract

Solicitors Settlement Statement/Letter

Legal Fees on Purchase

Stamp Duty on purchase

Loan Statements from date of drawdown to end of financial year

Date first available for rent

Date property built – Please let us know this ASAP as it will determine whether you require a **Quantity Surveyor's Report**

INCOME DETAILS

Gross Rent: \$
Other Rental Income: \$

EXPENSES

Advertising for Tenants: \$
Agent Fees & Commission: \$
Bank Charges: \$
Body Corporate Fees: \$
Cleaning: \$
Gardening / Lawnmowing: \$
Insurance Paid: \$
Interest Paid on Loan: \$
Land Tax: \$
Legal Costs (Not on purchase) \$
Pest Control: \$
Postage & Stationery: \$
Rates: \$
Repairs & Maintenance: \$
Telephone: \$
Travel: \$
Water Charges: \$
Other (Please list below:
..... \$
..... \$
..... \$

PLANT & EQUIPMENT/CAPITAL ITEMS PURCHASED DURING THE YEAR

ITEM DESCRIPTION	DATE	COST
...../...../.....	\$.....
...../...../.....	\$.....
...../...../.....	\$.....
...../...../.....	\$.....
...../...../.....	\$.....
...../...../.....	\$.....

PLEASE ENSURE THAT YOU HAVE ALL SUPPORTING DOCUMENTS (eg RECEIPTS, BANKS STATEMENTS) FOR ALL CLAIMS MADE FOR THE YEAR. THESE WILL BE REQUESTED BY THE AUSTRALIAN TAXATION OFFICE IN THE EVENT OF AN AUDIT.