

RENTAL INCOME – CHECKLIST

DIANE MYERS Chartered Accountant Ltd

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Ph 09 2929 470

Owner/s _____

Full Address of property rented _____

Period the property was available for renting _____

Reason if only a part year _____

Rental Income received – bank statements or agents statements please

Please supply copies of bank statements if a rental account is used. If you use a rental management company, please supply the agent's statements (or final March year-end)

Types of Rental Expenses we can claim – please provide receipts

Interest on Mortgages - a full copy of your loan statements please

Agent's Collection fees

Rates

Insurance

Repairs and Maintenance

Bank account fees

Motor Vehicle mileage travelled _____kms

Accounting / Legal fees

Other costs (please specify) eg. advertising, stationery,

Assets:

Please provide full details of any assets used at the rental property that were bought or sold during the year:

<u>Date</u>	<u>Description of Asset</u>	<u>Cost / Proceeds</u>	<u>New/2nd Hand</u>
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For new or sold rental properties:

Please supply a copy of the sale & purchase agreement; solicitors statements; registered valuation if you have one. Please forward your solicitors emailed settlement papers.
