

## Walsh Accounting Rental Property Checklist

***Please review this checklist prior to your interview or sending us your tax records. This will make the completion of your tax return as fast and convenient as possible.***

Rental Property Address	
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1. Income	Yes	No	?	If yes, what records do you need to bring to interview or send to us?
1.1 Rental Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rental statements or bank statements
1.2 Miscellaneous Income e.g forfeited bonds, insurance refunds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rental statements or bank statements

2. Expenses	Yes	No	?	If yes, what records do you need to bring to interview or send to us?
2.1 Advertising?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.2 Agent Commissions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.3 Bank Charges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank Statements
2.4 Borrowing Costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Investment Loan bank Statements
2.5 Water and or Council Rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council rates notice, Water rates notice
2.6 Interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank Statements
2.7 Legal Fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices
2.8 Repairs and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.9 Pest Control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.10 Gardening and mowing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.11 Body Corporate Fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.12 Cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.13 Electricity/gas when vacant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.14 Postage/Stationary/Telephone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement
2.15 Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e.g. Property Tax Depreciation report

3. Other	Yes	No	?	If yes, what records do you need to bring to interview or send to us?
3.1 Was the property or part of the property let at less than regular commercial rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, the amount of deduction able to be claimed may be limited
3.2 Was there the purchase of new assets (e.g new oven) and/or Building Improvements (e.g deck extension) made to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices

4. Supporting Documentation	Yes	N/A	?	If yes, what records do you need to bring to interview or send to us?
If property was purchased in the current financial year, please provide:				
4.1 Copy of contract of sale (on purchase)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of purchase, purchase price, invoices of related costs, stamp duty
4.2 Copy of Conveyancing /Settlement statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If property was sold in current financial year, please provide:				
4.3 Copy of contract of sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 Copy of any legal fees incurred during the sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 Copy of loan statement(s) confirming closure of account(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoices or Rental Statement

5. New clients with existing rental properties OR existing client with new rental properties bought during the financial year					
Date acquired:				Apportionment (names of owner)	%
Purchase cost:					
Date first became available for rent					
Weeks rented in the year:					
Date Sold:					
Sale Price:					
Date acquired:					
	Yes	No	?	If yes, please provide details/ documents	
Was property used as principle place of residence? If yes, please provide dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Was there an existing depreciation schedule or Quantity Surveyors report of depreciable items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		