

**IEC Advisory Pty Ltd** 

ABN: 31 616 254 838

A: 2/211 Macquarie Street,

Dubbo NSW 2830 **P:** 02 6800 2740

www.iecadvisory.com.au

## 2025 Rental Documentation Checklist

Name:			
Property Address:			
Please review and complete this checklist providing all relevant documentation for the financial year to support each item for each rental. If an item is not applicable, please write 'N/A' in the No column.			
Document Details	Yes	No	Unsure
Annual Agent Statement of Income & Expenditure or Monthly Rental Income Statements			
Body Corporate Fees & Charges (if applicable)			
Bank Statements (including any interest amounts accumulated for the period and any bank charges)			
Valuation for Building Write Offs (if applicable)			
Relevant Invoices & Receipts (including):  - Repairs - Maintenance - Assets Purchases - Other (please specify)			
Rate Notices and or Water Notices (if applicable)			
Insurance Documents (including policies covering building, home & contents or public liability)			
For our Records - please provide the following if not previously pro	vided:		
Purchase / Sale Contract			
Loan Application / Mortgage Documents			
Depreciation Schedules and Quantity Surveyors Fees if relevant			
Additional Notes – Is there anything you would like to ensure	we are a	aware o	of?
Signed: Date:			