



Rental Property Clients - Information Request Checklist

Note: Please return this checklist with all documentation attached.

Rental Property Details

Street Address:	
Suburb:	
State:	
Postcode:	

Date property first earned rental income	
Date property was first available for rent	
Number of weeks property was rented in the year	
Ownership breakdown and percentage:	

Income		Docs Supplied?
Summary of rents received		
Summary of other rental related income (e.g. insurance payment, rental bond return, reimbursements)		
Gross Rental Income	\$	

Expenses (with supporting documentation)		Docs Supplied?
Advertising for tenants	\$	
Agent fees/commissions	\$	
Body Corporate fees	\$	
Borrowing expenses	\$	
Capital allowances (depreciation)	\$	
Capital works (special building write-off)	\$	
Cleaning	\$	
Council Rates	\$	
Gardening/lawn maintenance	\$	
Insurance	\$	
Interest on loans	\$	
Land tax	\$	
Legal expenses (incl. explanation)	\$	
Pest control	\$	
Postage and stationery	\$	
Repairs and maintenance	\$	
Telephone	\$	

Water charges	\$	
Sundry expenses (other)	\$	
	\$	
	\$	

Property/Equipment	Docs Supplied?
If any assets were bought or sold during the year:	
Copy of purchase contract	
Copy of sale contract	
Copy of settlement statement	
If the property was built after August 1985, provide details of original building costs, or a Quantity Surveyor Report	