

Rental Property Checklist 2017

Address of property: _____

Date property first available for rent:/...../..... Owned:.....%

Original purchase price: \$ _____ Purchase Date:/...../.....

Number of weeks property rented this year:.....weeks

Was there any private use of the property? **Y or N**

If **yes**, what percentage was the private use throughout the year of income:.....%

If the property was purchase or sold between the current financial year please provide all purchase/and or sale documentation such as purchase and/ or sale contracts, loan documentation, legal costs, etc.

Income – Please attach agent statements or evidence of income.

	\$	Evidence attached
Gross rental income		
Other rental – related income such as furniture sale, etc.		

Expenses – Please attach invoices/evidence of expenses for:

	\$	Evidence attached
Advertising		
Agent Fees/Commissions		
Cleaning		
Pest Control		
Postage, Stationary & Telephone (Provide estimate of expense) \$		
Garden/ Lawn maintenance		
Legal Fees		
Repairs & Maintenance		
Rates/ Water Charges		
Other expenses associated with property		
Travel expenses (LAST Year)		
Bank loan statements for the period July 2016 to June 2017		
Insurance policies (Landlord, property, etc)		
Quantity surveyor depreciation report		