



NEW SOUTH WALES

Level 1, 174 Willoughby Road
Crows Nest NSW 2065

P: PO Box 82, St Leonards NSW 1590

T: (02) 8425 7888 **F:** (02) 8425 7806

VICTORIA

89 Upper Heidelberg Road
Ivanhoe VIC 3079

T: (03) 9490 5666 **F:** (03) 9490 5699

QUEENSLAND

1A Young Street, Southport QLD 4215

P: PO Box 3823, Australia Fair QLD 4215

T: (07) 5531 4009 **F:** (07) 5531 4102

2016 Checklist

Rental Property

PROPERTY DETAILS			
Property Address:	Street:		
	Suburb:	State:	P/Code:
Date property first earned rental income:		No. of weeks available for rent during year:	
INCOME - 1 July 2015 to 30 June 2016			
Gross Rent:		Other Rental Income:	
EXPENSES - 1 July 2015 to 30 June 2016			
Advertising for Tenants:		Bank Fees on Loan(s):	
Body Corporate Fees:		Borrowing Expenses:	
Cleaning:		Council Rates:	
Gardening/Mowing:		Insurance:	
Interest on Loan(s):		Land Tax:	
Legal Fees:		Pest Control:	
Property Management Fees/ Commission:		Stationery, Telephone, Postage etc.:	
Repairs & Maintenance:		Travel/Km's:	
Water Charges:			
NEW ASSETS (capital expenses over \$300) - 1 July 2015 to 30 June 2016			
Asset Purchased:		Purchase Date:	Cost:
PLEASE PROVIDE THE FOLLOWING:			
Bank Statements on Investment Loan(s) from 1 July 2015 to 30 June 2016		Real Estate Agent Summary Statement and monthly statements	
If <u>NEW</u> Rental Property purchased from 1 July 2015 to 30 June 2016			
Purchase contract on property including all legal documents		Stamp duty, conveyancing, legal fees and any other expenses on purchase	
If <u>SOLD</u> Rental Property from 1 July 2015 to 30 June 2016			
Purchase and sale contracts on property including all legal documents for Capital Gains Tax purposes		Stamp duty, conveyancing, legal fees and any other expenses on purchase	

Nick Stanton
B.BUS(Acc.), FCPA, CTA, JP
Managing Director

Vigen Evanian
B.Com (Acc.)
Director



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