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| **Rental Property Checklist** |
| **Do you own or have an interest in rental property in Australia?** |   |   |
| If yes, you will need to complete a rental property schedule. |   |   |   |
| **Do you have multiple rental properties?** |   |   |   |   |   |
| If yes, are the properties; |  |  |  |  |  |   |
|  On different titles? | (Separate rental property schedules will be required for EACH property)  |   |
| On the same title? | (ONE rental property schedule will be required to be completed) |   |   |
| **Do you only have part-interest in a rental property?**  | (i.e. you are a joint proprietor or a tenant in common?) |
| If yes, fill out a rental property schedule relating to YOUR interest in total income & expenses |
| **In the rental property schedule, complete the period details**  |   |   |   |
| (i.e the financial year in which the information relates to) |  |  |   |
| **Income (exclude cents on all amounts)** |
| **Did you earn any rental income?** |   |   |   |   |   |
| Yes (calculated rental related income) |  |  |  |  |   |
| Other rental related income includes: |   |   |   |   |   |
| Compensation for lost rent (insurance payments) |  |  |  |   |
| Rental bond money retained to cover outstanding rent or to cover damages sustained to the property |
| Reimbursements and recoupments, such as tenant's reimbursements for cost of repairs to the property. |
| **Expenses (exclude cents on all amounts)** |
| **Did the expenditure relate to:**  |   |   |   |   |   |
| Advertising for tenants? |   |   |   |   |   |   |
| Owner's corporation (formerly body corporate) fees?  |   |   |   |   |
| Borrowing expenses you incurred in the current or previous income year  |   |
| (e.g. undeducted borrowing cost balances) |  |  |  |  |   |
| Cleaning expenses you incurred? |   |   |   |   |   |
| Council rates your incurred? |   |   |   |   |   |   |
| Capital allowance deduction on an asset in the rental property? (i.e. tax depreciation)  |   |
| To claim a deduction the asset must have been used or installed to be used for income - producing purpose during current income year. |
| Gardening or lawn mowing expenses you incurred? |   |   |   |
| Includes ongoing gardening and lawn mowing expenses but does not include capital improvements.  |   |
| Insurance expenses you incurred? |   |   |   |   |   |
| Insurance premiums are deductable |   |   |   |   |   |
| Interest on loans you incurred? |   |   |   |   |   |
| Includes interest on loans to purchase rental property or to finance repairs and renovations ect made to the rental property |
| Does not include interest where the property is no longer used for income-producing purpose |  |   |
| Pest control expenses you incurred? |   |   |   |   |   |
| Property agent fees or commissions you incurred? |   |   |   |   |
| Includes managing and inspection costs?  |  |  |  |  |   |
| Repairs and maintenance expenditure you incurred? |   |   |   |
| Capital works expenditure? (e.g. inspection) |   |   |   |   |
| Stationary, telephone and postage expenses you incurred? Excludes telephone connection costs |
| Water charges you incurred? |   |   |   |   |   |   |
| Sundry rental expenses you incurred that have not already been included? |   |
| E.g. electricity, gas, interest on loans to purchase depreciating assets, bank charges, bookkeeping fees ect.  |   |