

RENTAL PROPERTY CHECKLIST



INCOME	PROVIDED	COMMENTS
Rental Income- agent statement or bank statements	<input type="checkbox"/>	
Other Income – excess water etc. reimbursed	<input type="checkbox"/>	
EXPENSES		
Advertising Costs for Tenants	<input type="checkbox"/>	
Agent Commissions & Fees	<input type="checkbox"/>	
Bank Fees (<i>on rental property loan only</i>)	<input type="checkbox"/>	
Body Corporate Fees (<i>if applicable</i>)	<input type="checkbox"/>	
Borrowing expenses	<input type="checkbox"/>	
Cleaning Costs	<input type="checkbox"/>	
Council Rates	<input type="checkbox"/>	
Depreciating Assets purchased	<input type="checkbox"/>	
Electricity/Gas (<i>provided YOU paid for it</i>)	<input type="checkbox"/>	
Gardening/Lawn Mowing	<input type="checkbox"/>	
Insurance – building, contents, liability etc.	<input type="checkbox"/>	
Interest on Loans (interest must be claimed per property)	<input type="checkbox"/>	
Land tax (<i>if applicable</i>)	<input type="checkbox"/>	
Legal Costs re: Tenancy & Finance Arrangements	<input type="checkbox"/>	
Mortgage Discharge Expenses	<input type="checkbox"/>	
Pest Control	<input type="checkbox"/>	
Quantity Surveyor Fees	<input type="checkbox"/>	
Security	<input type="checkbox"/>	
Repairs/Maintenance	<input type="checkbox"/>	
Capital Works Deductions (please provide quantity surveyors report, if available)	<input type="checkbox"/>	
Stationery, Telephone calls and Postage	<input type="checkbox"/>	
Tax Related Expenses	<input type="checkbox"/>	
Travel expenses (<i>kms per trip x no. trips</i>)	<input type="checkbox"/>	
Water Charges	<input type="checkbox"/>	
Sundry/ Other	<input type="checkbox"/>	