

Rental Property Checklist

Please complete and email this checklist to connect@aptusadvisory.com.au

Client Name:

Rental Property Details

Address:	
Date of Property Purchase:	
Number of Weeks Available for Rent:	
Date Property First Earned Rental Income:	
Ownership Details: (100% in your name or if split please provide details)	

Rental Property Income

If your rental property is rented through a real estate agency please provide a **Yearly Rental Summary** provided from your agent

Gross Rent:	Other Rental Income:
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Rental Property Expenses

Please provide the following details if you have paid these expenses personally, or if they are not already included on the yearly rental summary that you have provided from your agent.

Advertising	\$	Land Tax	\$
Agent Fees	\$	Legal Fees	\$
Body Corporate Fees	\$	Pest Control	\$
Borrowing Expenses	\$	Repairs & Maintenance (minor)	\$
Cleaning:	\$	Stationary, Postage etc	\$
Council Rates:	\$	Telephone	\$
Gardening/Law mowing	\$	Water Rates	\$
Insurance	\$	Other (Please specify)	\$
Interest	\$	Other (Please specify)	\$

Depreciable Assets

During the 2018 Financial Year did you purchase any assets for more than \$300?

Yes No

If yes, please attach a copy of the invoice or provide the amount, date purchased and a description of what this was for.

Property Improvements/Construction Costs

During the 2018 Financial Year did you carry out any property improvements or constructions?

Yes No

If yes, please attach a copy of the invoice or provide the amount, date the work was carried out and a description of what this was for.

*If you have had a depreciation schedule carried out by a third party please provide a copy of this.