

## 2019 Rental Property Checklist

<b>Full Name:</b>		
<b>Address:</b>		
<b>Date of birth:</b>		
<b>Tax file number:</b>		
<b>Contact no:</b>		
<b>Email:</b>		
<b>Bank details for your refund:</b>	<b>BSB</b>	<b>Account No.</b>
<b>Occupation during the year:</b>		

### Income

- Number of PAYG Payment Summaries attached:
- Number of Employment Termination Payments attached:
- Did you receive any Interest income during the year?  Yes  No Amount \$
- Did you receive any Dividend income during the year?  Yes  No
- Did you dispose of any investments during the year?  Yes  No
- Did you receive a Distribution from a Partnership or Trust?  Yes  No
- Did you receive any Rental income?  Yes  No
- Did you receive any Government payments?  Yes  No
- Did you receive any Foreign Income?  Yes  No
- Were you a Working Holiday Maker? (Visa 417 or Visa 462)  Yes  No
- Were you an Australian Resident for the full financial year?  Yes  No

### Deductions

- Did you use your vehicle for work travel during the year?  Yes  No

**Vehicle make/model**

Total work kilometres travelled for the year:

Provide reason(s) for travel:

*E.g. Carry bulky tools or equipment that you cannot leave at work, attend conferences or meetings, deliver items or collect supplies, perform itinerant work, etc. \*Where travel has exceeded 5,000kms please include details of all MV expenses incurred and your business usage percentage (determined via the use of a log book over a continuous period of 12 weeks).*

- Did you incur any work-related travel expenses such as flights, tolls, parking, etc.?

Details	Cost	Receipts
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

- Did you incur any work-related uniform\*, clothing, laundry, protective equipment?

Details	Cost	Receipts
		<input type="checkbox"/> Yes <input type="checkbox"/> No

		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

*\*This is a uniform, either compulsory or non-compulsory that is unique and distinctive to the organisation for whom you work.*

15. Did you have any self-education expenses relating to your job?  Yes  No

Date	Description	Cost

16. Did you incur any other work-related expenses?

Date	Description	Cost	Percentage
	Professional developments courses		
	Professional memberships and subscriptions		
	Professional journals/trade magazines		
	Stationery and home office expenses		
	Depreciable assets bought during year (i.e. laptop)		
	Income protection insurance premiums		100%
	Mobile phone expenses		
	Tools and equipment		

*\*Please provide your work-related percentage of the cost (e.g. mobile phone used 40% for work, laptop used 20% for work)*

17. Did you make any donations of \$2 or more?

Recipient	Amount

18. What was your tax preparation fee last year?

\$

19. Do you have an outstanding HELP/SFSS/TLS debt?

Yes  No

20. Did you have a spouse during the year?

Yes  No

Your spouse's full name:

Your spouse's date of birth:

Number of days you were together during the year:

Taxable income of spouse (de-facto or married):

\$

21. Did you pay any child support?

Yes  No

Amount paid:

\$

22. Do you have dependent children? If so, how many?

23. For the whole of the financial year did you and all your dependents have private patient hospital cover?

Yes  No

If you had private health during the year, please attach your annual statement.

## Rental Property Details

1. Address of rental property:

<b>Address</b>	

2. Date property was purchased:  Cost: \$

3. No. of weeks available for rent this year?

4. Was the property sold during the year?  \*Yes  No

\*Date of sale:

(If property sold, please provide settlement statement for both purchase and disposal)

5. Do you have a quantity surveyor report?  Yes  No

If yes, please attach a copy.

6. Is property a shared ownership?  Yes  No

If yes, please provide more detail below:

Name	% Ownership

### Income

7. Gross rental income: \$

8. Other rental income: \$

*Other rental income may include 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, government rebates for the purchase of a depreciating asset such as a solar hot water system, etc.*

### Deductions

Expense	Cost
Advertising for tenants:	
Bank fees: <i>Bank fees for accounts used for collecting rent and paying outgoings.</i>	
Body corporate fees:	
Borrowing expenses: <i>Search fees, valuation fees, survey and registration fees, stamp duty, broker's commissions, mortgage insurance, etc. (Note: borrowing expenses are deductible, but not all at once)</i>	
Capital allowances: <i>Annual write-off for the depreciation of the building and/or any structural improvements or additions. See depreciation schedule prepared by quantity surveyor.</i>	
Cleaning:	
Council rates:	

<b>Depreciation of fixed assets:</b> <i>Carpets, blinds, hot water system, air conditioning, etc. See depreciation schedule prepared by quantity surveyor.</i>	
<b>Electricity/gas:</b> <i>Electricity and gas expenses not paid for by the tenant.</i>	
<b>Gardening/lawn mowing:</b>	
<b>Insurance:</b> <i>Building, fire, burglary, public liability, landlord insurance.</i>	
<b>Interest paid on loan:</b>	
<b>Land tax:</b>	
<b>Lease preparation, registration, stamping:</b>	
<b>Legal costs:</b> <i>Recovering unpaid rent, seeking damages for breach of agency agreement, reviewing tenant credit worthiness, etc.</i>	
<b>Pest control:</b>	
<b>Property management fees/commission:</b>	
<b>Quantity surveyor's fees:</b> <i>For claiming capital allowances and depreciation.</i>	
<b>Repairs and maintenance:</b> <i>Initial repairs will be considered capital improvements and written down over time.</i>	
<b>Secretarial and bookkeeping fees:</b> <i>Bookkeeping fees, accountants fees and fees for accounting software.</i>	
<b>Security monitoring costs:</b>	
<b>Stationery, telephone and postage:</b> <i>Stationery used to maintain your rental records. Telephone calls relating to property management – Keep a diary record of these to satisfy the ATO. Postage on documents relating to property management.</i>	
<b>Water charges:</b> <i>Water charges not paid for by the tenant.</i>	
<b>Other:</b>	

**Assets purchased for property:**

<b>Date</b>	<b>Description</b>	<b>Cost</b>

**Other important information:**

**Travel expenses**

*From 1 July 2017, travel expenditure incurred by a taxpayer in relation to travel to a rental property is not deductible.*

**If your property was available for part-year rental**

*If you used your property for both private and income-producing purposes, you can only claim a deduction for the portion of any expenditure that relates to the income-producing use. For example, with holiday homes and time-share units, you can't claim a deduction for any expenditure related to those periods when the home or unit was used by you, your relatives or your friends for private purposes.*

**Only part of your property was used to earn rent**

*If only part of your property was used to earn rent, you can claim only that part of your expenses that relates to the rental income. As a general guide, apportion your expenses on a floor-area basis – that is, based on the area solely occupied by the tenant, together with a reasonable figure for their access to the general living areas, including garage and outdoor areas if applicable.*