

Rental Property Checklist

The following information is required by Della & Associates to prepare your Income Tax Return. You may find the check boxes useful whilst assembling the information.

❖ If a rental property was purchased during the year

- Date contract signed
- Copy of statement of adjustments, including details of settlement of property costs (ie. Council rates, body corporate fees)
- Date the property was first available for rent
- Copy of loan documentation detailing amounts paid in loan establishment fees, mortgage stamp duty etc.
- Details of fixture and fittings in the property at time of purchase, eg. Hot water system, light fittings, curtains, stove etc. You should include second hand value, not replacement value

❖ If a rental property was sold during the year

- Date contract signed
- Copies of settlement documentation
- Details of the original purchase, including date contract was signed and settlement statement

❖ For all properties rented during the year

- If you employ a property manager, a copy of their yearly summary of income and expenses for the property
- If the property is self-managed, a schedule of rent collected
- Details of all expenses paid directly including the following:
 - Advertising for tenants
 - Body Corporate fees
 - Council and water rates
 - Repairs and maintenance to the property
 - Insurance
 - Land tax
 - Legal fees
- Copy of loan statements