Rental Property Worksheet

Please complete 1 schedule per rental property

PROPERTY DETAILS

Address of Rental Property:			
Date Property Purchased:		**Date Property First Earned Rental Income:**	
Number of Weeks Available For Rent:		**Date Property Built:**	
Ownership percentage and details:	☐ 100% In Your Name	☐ In Joint Names (Please specify %):	

INCOME

Gross Rent:	$
Other Rental Income:	$

EXPENSES

Advertising for Tenants:	$	**Body Corporate Fees:**	$
Borrowing Expenses:	$	**Cleaning:**	$
Council Rates:	$	**Gardening / Lawn mowing:**	$
Insurance:	$	**Interest:** (Please provide loan statements)	$
Land Tax:	$	**Legal Fees:**	$
Pest Control:	$	**Property Management Fees/Commission:**	$
Repairs & Maintenance: (Please provide invoices)	$	**Stationery, Telephone & Postage:**	$
Depreciation (fittings) *:	$	**Capital works deductions *:**	$
Water Rates:	$	**Other :** _____	$

DEPRECIABLE ITEMS OVER $300 (eg new dishwasher, dryer)

ITEM	DATE PURCHASED	COST
		$
		$

PROPERTY PURCHASE/IMPROVEMENTS

ITEM	DATE PURCHASED	COST
		$
		$

DATES PROPERTY WAS USED BY YOU DURING THE YEAR (PRIVATE USE)

* Do you have a property depreciation report?   Yes / No
If no, we recommend you to get one if your property was built after 17/7/1985. Ask us how to do this.

SALE OF RENTAL PROPERTY?   Yes / No

If you sold a rental property – the capital gains tax event is triggered in the financial year in which the contract is signed (not when the property settles). If you contracted to sell a rental property in this financial year, please provide the following information:

- Purchase Date (being date you signed the contract to buy the property)
- Purchase price, stamp duty & legal fees paid (copy of the settlement statement for the purchase will have all this info)
- Cost of any improvements or ownership costs not claimed as a tax deduction (eg. Land tax, council rates, etc)
- Sale date per Contract of Sale
- Sale price, commission paid to agent, legal fees on sale (copy of the settlement statement will often have this information)