

PREPARATION CHECKLIST

Individual Income Tax Return

To assist us in preparing your 2024 rental property schedule, please use this checklist when you compile your information. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your tax return.

Property Details

Address

Ownership 100% (Name) or Jointly & or

Tenants in Common &

If the property is managed by a real estate agent, please attach the annual statement and include only any additional income and/or expenses not shown on the statement.

Income	
Number of weeks the property was rented this year	weeks
Was the property available to rent the whole year?	Yes No
	If no, how many weeks?
Did you renegotiate your rental property loan during 2023/24?	Yes No
	Amount
Rental Income	
Other rental related income	

Additional Expenses Not included in Property manager annual statement	Attachments
Advertising for tenants	
Body corporate fees	
Borrowing expenses	
Cleaning	
Council rates	
Gardening/lawn mowing	

Insurance	
Interest on loans (please include a copy of the loan statements for the full year or a summary generated by the bank.)	
Land tax	
Legal fees	
Pest control	
Property agent fees/commission	
Repairs and maintenance (if any invoice is more than \$300, please provide a copy)	
Stationary	
Telephone	
Postage	
Water Charges	
Sundry rental expenses	
1. Electricity/Gas	
2. Bank charges	
3.	

If you have obtained a quantity surveyors report (depreciation report) please provide a copy of the report to us.

If you have purchased a new rental property, please provide us with a copy of the purchase contract and settlement statement. If you have sold a rental property, please provide us with a copy of the contract of sale and settlement statement.