

Rental Property Checklist

Address of Property: _____ Date Property First Rented: _____

Owner(s): _____ Number of Weeks Property Rented: _____

Income

Rents Received _____

Expenses

D Advertising _____

E Body Corporate Fees _____

F Borrowing Expenses _____

G Cleaning & Rubbish Removal _____

H Council Rates _____

Depreciation _____

J Gardening / Mowing _____

K Insurance _____

L Interest on Loans _____

M Land Tax _____

N Legal Fees _____

O Pest Control _____

P Property and Agents Commission _____

Q Repairs and Maintenance _____

R Capital Works Deduction (Do you have a Quantity Surveyors report?) _____

S Stationery, telephone and postage _____

T Travel Expenses (klms travelled and literage of Car) _____

U Water Charges _____

V Sundry Rental Expenses (Description & Amount) _____