

Rental Income Checklist - 2017

Rent Received

(If property is managed please provide copies of property managers statements for the full year)

\$ _____

Address of Property

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Are rents received for commercial or residential property or both? (Please show separately.)

When property is dual purpose please provide floor area apportionment or a valuation showing the apportioned values.

Expenses

- 1. Collection costs or number of kilometres driven to collect rents and service property.
- 2. Interest (exclude principal content of loan repayment & provide copy of loan statement.)
- 3. Insurance premiums.
- 4. Legal expenses - attach invoices.
- 5. Rent paid for property.
- 6. Power.
- 7. Rates (provide copy of latest rate demand showing the property valuation.)
- 8. Repairs and maintenance (detail major expenditure.)
- 9. Telephone.
- 10. Other expenses - please provide details, eg advertising agency commissions, etc.
- 11. Assets purchased and/or sold - provide details.
- 12. Are you registered for GST? If so supply copies of GST returns.
- 13. Number of months each property has been or has been available to let

If this is a year you have purchased or sold a property please provide:

- 1. Copy of sale and purchase agreement.
- 2. Copy of solicitors settlement statement with sale/purchase details.
- 3. Latest rateable or other formal valuation
 - Land
 - Buildings
 - Fixtures, fittings and chattels (if formally valued)
 - Total
 - Date of Valuation
- 4. Purchases Only
 - (a) Details of chattels purchased and value of each at date of purchase.