

**Rental Income Checklist - 2020**

**Rent Received**

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

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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. ....