



Accumul8 Accountants

Focal Point | 2nd Floor, 18 Second Ave,
Cotton Tree QLD 4558
PO Box 5609, Maroochydore BC QLD 4558
Phone [07] 5451 0455
Email consult@accumul8.com.au
Website www.accumul8.com.au

2019 Rental Property Checklist (Permanent & Holiday)

Taxpayer/s Name:

Rental Property Address:

Unit/Street Number:

Street Name:

Suburb/Town:

State:

Postcode:

Date First Rented:

Number of weeks rented for Financial Year (if not full year):

weeks

Type of Rental Property:

Property Manager:

Owner Managed:

Shared Economy: Airbnb, Stayz

Ownership Details:

Rental Property Owner 1:

First Name:

Surname:

Percentage Owned per Title Deed:

Rental Property Owner 2:

First Name:

Surname:

Percentage Owned per Title Deed:

Rental Property Owner 3:

First Name:

Surname:

Percentage Owned per Title Deed:

Please complete the following summary of income received and expenses paid

Supporting Documents Required;

Real Estate Agent Annual Statement (if applicable):

National Rental Affordability Scheme Annual Statement (if applicable):

***All other Income and Expenses items not listed on agent statement
please provide Tax Invoice/Receipt/Statement***

Income	Real Estate Agent Statement \$	Client Received Receipts Provided \$
Rent received		
Other income (including bond/s retained or payments from insurers)		
Water Rebates received		
Expenses	Real Estate Agent Statement \$	Client Incurred Receipt Provided \$
Advertising for tenants		
Body Corporate Fees		
Bank Fees loan / associated accounts		

Expenses continue...	Real Estate Agent Statement \$	Client Incurred Receipt Provided \$
Council Rates (Rates notices)		
Depreciation (<i>additional assets to be listed following</i>)*		
Electricity		
Gardening Maintenance/Lawn Mowing		
Insurance – Landlord Insurance, Building & Contents		
Interest on Loans – <i>Include loan statement for the full year 1 July – 30 June</i>		
Lease expenses		
Legal Fees to collect unpaid rent		
Pest Control		
Property Agent Fees/Commission		
Repairs & Maintenance (<i>any work done to the property</i>)		
Capital Works Deductions** (<i>additions to be listed following</i>)		
Water Charges		
Sundry		
Mobile Phone Usage		
Postage & Printing & Stationary		
Seminars related to rental property ownership/management		
Other: please specify		
<i>Travel Expenses: from 1/7/2017 The ATO has disallowed travel expenses relating to inspecting, maintaining & collecting rent from a rental property</i>	Nil	Nil

Capital Works and Depreciation Deductions		
<i>Any assets that you buy including Equipment, Furniture, Fixture and Fittings, Improvements and alterations to the dwelling or property please provide receipts and description of the asset purchased, items over \$300 require a receipt</i>		
Description of asset or activity undertaken	Date of purchase	Value (inc GST)
1)		
2)		
3)		
4)		
Additional, please provide details		

Rental Property Purchase Documents Required (if not previously supplied):

Copy of the Purchase Contract from the Real Estate Agent

Finance/Loan Contracts and/or documents

Settlement Statement from Solicitor

Statement Confirming Ownership according to the Title Deed

Details of Stamp Duty Paid

Additional Information including expenses relevant to the purchase (including Quantity Surveyors Report if undertaken)

Rental Property Purchase Documents Required (if not previously supplied):

Copy of the Sale Contract from Real Estate Agent

Settlement Statement from Solicitor

Legal Fees and Agent Commission Expenses

Any other information or expenses relevant to the purchase

To assist in the preparation of your Income Tax Return and to keep our fee to you as economical as possible:

- Provide the documentation to us at one instance once ALL of the information is available, and
- If you are waiting on documents from another source please wait until all documents are received by you before making your appointment or providing your information to us.

Please forward details to our office via email or post