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## 2021 Rental Property Checklist (Permanent & Holiday)

Taxpayer Name: Mr/Mrs/Ms/Miss: .....

Rental Property Address: .....

.....

Date First Rented: ...../...../.....

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

Type of Rental Property:

- Property Manager
  Self Managed
  Shared economy – Airbnb. Stayz

Ownership Details:

Rental Property Owner 1: You, your percentage share.....% as per Title Deed

Rental Property Owner 2: Name: Mr/Mrs/Ms/Miss: .....

Rental Property Owner 2: Percentage share.....% as per Title Deed

Rental Property Owner 3: Name: Mr/Mrs/Ms/Miss: .....

Rental Property Owner 3: Percentage share.....% as per Title Deed

(If more rental property owners exist please provide additional details)

### **PLEASE SUPPLY REAL ESTATE AGENTS FINANCIAL YEAR STATEMENT**

*(if property is managed)*

### **FOR ALL OTHER INCOME AND EXPENSES NOT LISTED ON STATEMENT PLEASE PROVIDE TAX INVOICE/RECEIPT/STATEMENT**

*If the property is part of the National Rental Affordability Scheme (NRAS), please provide Department of Social Services year ending 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		

<b>Expenses continue...</b>	<b>Real Estate Agent Statement \$</b>	<b>Client Incurred Receipt Provided \$</b>
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		
<b><i>Travel Expenses: from 1/7/2017 The ATO has disallowed travel expenses relating to inspecting, maintaining &amp; collecting rent from a rental property</i></b>	Nil	Nil

<b>Capital Works and Depreciation Deductions</b>		
<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		

<b>Rental Property Purchase During the year please provide:</b>	<b>Provided</b>
- Copy of the purchase Contract from real estate agent	
- Loan Contract/s and or Documents	
- Settlement Statement from Solicitors	
- Statement confirming ownership according to Title Deeds office	
- Any other information or expenses relevant to the purchase (Including listing of plant and equipment to be added to the cost base for CGT purposes if in addition to contract price)	

<b>Rental Property Sold during the year please provide:</b>	<b>Provided</b>
- Copy of the Sale Contract from real estate agent	
- Settlement Statement from Solicitors	
- Legal Fees and Agent Commission Expenses	
- Any other information or expenses relevant to the purchase	

**Special Note:**

To assist us with preparing your Income Tax Returns and to keep our fee to you as economical as possible, please

- 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 post or email***