

Name: _____

Rental Property Information required (Accompanying individual tax checklist)

Checklist of Records Required

	Enclosed	N/A
Bank Statements covering the full financial year 1 April 2016 – 31 March 2017		
Cheque Books and Deposit Books for full year		
A balanced and reconciled Cash Book/MYOB/Xero (if kept)		
Rates, Insurance, Maintenance invoices		
Other Expenses – advertising, cleaning, agency commission etc...		
Collection Costs or mileage done to collect rents and service property		
Loan Statements or Annual Loan Summary		
Sale & Purchase Agreements		
Legal Statements relating to sale and purchases – settlement statements		
Valuation Reports (if applicable)		
Interest RWT Certificates		

If you don't have a separate bank account, then please provide the following information.

Address of Property _____

If you have more than one property then please complete for each individual property.

Rent Received	\$ _____
Insurance	\$ _____
Rates	\$ _____
Interest (on mortgage) - see ** below	\$ _____
Ground Maintenance	\$ _____
Repairs & Maintenance – see ++ below	\$ _____
Management Fees (if managed by a property manager)	\$ _____
Legal Fees	\$ _____
Travelling Expenses (property inspection)	\$ _____
Kilometres travelled (property inspection)	_____ km

**** Please provide copies of the annual loan summaries showing the interest paid during the year along with the closing balance of the loan as at 31 March 2017.**

++ Please also provide copies of all invoices relating to Repairs & Maintenance.

Mixed Use Assets Only

These are assets used for both private and business use, for example, **baches or holiday homes**.

1. Is the asset **not** used for at least 62 days in the financial year? **Y / N**
2. Is the asset used privately **Y / N**
3. How many nights was the asset used privately? _____
4. How many nights was the property used privately (includes free stays by relatives and friends, or at less than 80% market rental) _____
5. How many nights was the asset rented out? _____

We will contact you with a specific comprehensive questionnaire if the mixed use asset rules apply to you.