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**Located** Level 1 Orion Springfield  
 Central Town Centre

Client: \_\_\_\_\_ Appointment \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

*Below is a checklist of items required for your rental property. Please review this checklist before your appointment and where possible bring the required records with you to the interview.*

**Tax Return Rental Property Checklist**

	Yes	No	N/A
<b><u>New/Additional Property Purchased During The Last Year</u></b>			
Contract for the purchase of the property			
Contract for the construction of a dwelling if you have purchased a house and land package			
Settlement Statement form your lawyer for the property purchase			
Invoice of fees charged by your lawyer			
Loan Agreements			
Bank Statements which record the loan drawdown and fees charged by your lender			
Depreciation Report prepared by a Quantity Surveyor			
<b><u>Income and Expense Records</u></b>			
Annual Rental Statement from your Management Agent			
Advertising expense not included on the Agents Annual Statement			
Body Corporate Fees			
Council Rates			
Water/Urban Utilities Rates			
Insurance Records			
Interest Paid - Bank Loan statements which record Interest Paid and regular/annual Bank Fees			
Land Tax Paid (if applicable)			
Lawyer/Legal Fees paid			
Repairs & Maintenance receipts			
Receipts for any other expenses incurred for your property which may include:			
Cleaning			
Gardening& Lawn Mowing			
Pest Control/Inspection			
Property inspection and travel expense			
Electricity Expense			

**Additional Notes and Questions You Wish To Raise**

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