



RENTAL PROPERTY CHECKLIST

GENERAL INFORMATION

- Property Address
- Property Purchase Date & Price (Contract & Settlement Statement)
- Ownership (owner names & ownership %)
- Date Property First Earned Rental Income
- Number of Weeks Available for Rent
- Property Sale Date & Price (Contract & Settlement Statement)

GENERAL DOCUMENTS

- Real Estate Agent Statements & Financial Year Summary
- Mortgage Statements
- Quantity Surveyor (Depreciation) Schedules
- Invoices for Property Improvements and Renovations

SPECIFIC ITEMS

- Rental Income
- Other Income Relating to Property
- Rental Expenses
 - Advertising for Tenants
 - Body Corporate Fees
 - Borrowing Expenses
 - Cleaning
 - Council Rates
 - Plant & Equipment, Furniture & Fixtures
 - Gardening & Lawn Mowing
 - Insurances
 - Interest on Loans
 - Land Tax
 - Legal Fees
 - Pest Control
 - Property Agent Fees & Commissions (Real Estate Agent Costs)
 - Repairs & Maintenance
 - Renovation Costs (Itemised)
 - Water Charges
 - Sundry Expenses