

Checklist for Rental Properties

Landlord: _____

Address of rental property: _____

Capital Cost/Expenses List

- 1 Land & Building Cost
- 2 Stamp Duty on Property Purchase
- 3 Legal Fee on Property Purchase
- 4 Borrowing cost
- 5 Initial Repairs
- 6 Construction Improvement

Deductions List

- 1 Accounting fee
- 2 Amortisation of capital expense (borrowing cost etc.)
- 3 Advertising for tenants
- 4 Body corporate fees
- 5 Borrowing cost less than \$100
- 6 Cleaning
- 7 Council rate
- 8 Capital allowances (Building write-off & depreciation)
- 9 Electricity
- 10 Gas
- 11 Gardening/lawn mowing
- 12 Insurance

- 13 Interest on loan
- 14 Land tax
- 15 Legal fee
- 16 Letting fee
- 17 Pest control
- 18 Property agent fees/commission
- 19 Repairs & maintenance
- 20 Stationery/Telephone/postage
- 21 Travel Expenses (excluding travel to view prospective properties)
- 22 Water Charges
- 23 Sundries

Documents Checklist

- 1 Property purchase contract
- 2 Settlement letter
- 3 Loan contract
- 4 Tax Depreciation Schedule
- 5 Bank statement of loan account
- 6 Ownership of the property
- 7 First date to rent the property
- 8 Rental statement
- 9 Invoices/receipts for expenses paid by the landlord
- 10 Other related documents