



Rental Property Checklist - 2015 Financial Year

Purchase or Disposal in Current Financial Year

- Contract of sale and settlement statement
- For Purchase – details of any costs to purchase (legal fees, title searches, stamp duty, loan establishment)
- For disposal – details of any costs to sell property (agent fees, legal fees, repairs to property)
- Paperwork in regard to any lending on the property
- Depreciation / Capital Works Schedule if applicable

Rental Income

- Annual rental statement from property agent (if applicable) or details of rental income received
- Details of any other rental related income received

Rental Property Expenses

- Annual rental statement detailing agent fees, letting fees, repairs and expenses for the property
- Records for any other expenses incurred in regard to the property
 - Body corporate fees
 - Council rates
 - Land tax
 - Landlord insurance
 - Cleaning, gardening, repairs and maintenance
 - Water rates
- Loan statement for any lending on the property detailing interest paid for the financial year
- Details of any travel undertaken to attend the rental property throughout the year (kilometres, flights etc)
- Receipts for any capital assets purchased throughout the year

Please refer to the 'ATO Rental Property Guide' on our website for further information in regard to owning your rental property