

Property Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_

No. of weeks the property was rented out: \_\_\_\_\_

No. of weeks the property was available for rent: \_\_\_\_\_

Dates the property was vacant: \_\_\_\_\_

Please provide **all** the supporting documentation necessary to answer the following.

### Property Income

Total rental income received for this property	
Other income such as insurance receipts, reimbursement by tenants or bond received as compensation for repairs	

### Property Expenses

Advertising	
Bank fees	
Borrowing costs *	
Body corporate fees	
Cleaning	
Depreciation / Building Write-off **	
Electricity & Gas	
Gardening & Lawn Mowing	
Insurance	
Interest on Loan	
Land tax	
Legal costs (in relation to tenants not on the purchase of the property)	
Property agents commission, letting & other fees	
Pest Control	
Rates	
Repairs & Maintenance	
Sundry expenses	
Telephone, Stationery & Postage	
Travel claims (to collect rent, carry out repairs or inspect property) Car Make and Model Registration No.                      Engine Size (cc or L) Kilometres travelled in above car Air fares to visit rental property Accommodation expenses Food costs Other incidentals	
<b>Note:</b> If you are claiming for travel that is only partially related to the rental property we will have to apportion the expenses, so a travel diary showing what you did each day would be an advantage.	
Water rates	

\* Borrowing costs are claimed over a 5-year period so please include a list of the original costs and the dates they were incurred. This is only required if we did not prepare your return last year.

\*\* Depreciation / Building Write-off Claims - Please include a copy of your Tax Depreciation & Capital Allowance Report if you have not previously provided this to us.

