

Rental Property Checklist

The Australian Taxation Office (ATO) have produced a booklet called "Rental Properties" which covers

- what rental income is assessable for tax purposes
- what expenses are allowable deductions
- what records you need to keep, and
- what you need to know when you sell your property.

Many of the expenses associated with your rental property will be deductible. It explains

- how to apportion your expenses if only part of them are tax deductible
- what expenses are not deductible
- when you can claim those expenses that are deductible – some you can claim in the year they are incurred, others must be claimed over a number of years.

The guide also provides some information on Capital Gains Tax (CGT), Goods and Services Tax (GST), Negative Gearing and Pay As You Go (PAYG) Instalments.

This booklet is an excellent reference tool. To obtain a copy please either visit the ATO website (refer to my Useful Links for the address) or contact my office and we will arrange for one to be mailed out to you.

For first time rental properties

Date the property was rented out for the first time: _____/_____/_____

Date you purchased the property: _____/_____/_____

Purchase price of the property: _____

* Depreciation – If you have just purchased this property you will be entitled to claim depreciation on the second hand value of its plant and equipment such as carpets, stoves, hot water system etc. If the property is new it will be the new value of the plant and equipment. If you have previously lived in the property and this is the first year you have rented it out you will have to estimate the value of the plant and equipment when you first purchased the house or bought the item and we will work out the depreciation from back then.

* Capital Works Deductions (Special Building Write-Off) – Was this property built after 17th July 1985? If the answer is yes, you are entitled to claim for depreciation on the building. You will need a report by a quantity surveyor or other appropriately qualified person

*** Please telephone my office to discuss the merits of having a Tax Depreciation & Capital Allowance Report prepared by a Quantity Surveyor or visit the Useful Links section of my website.**

Please also complete the schedule on the next page.

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

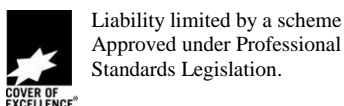
| | |
|--|--|
| Total rental income received for this property | |
| Other income such as insurance receipts, reimbursement by tenants or bond received as compensation for repairs | |

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 <u>Note:</u> 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 Report if you have not previously provided this to us.



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