

Rental Property - Check List

Property Details

| | |
|--|--|
| Rental Property Address | |
| Number of weeks this property was rented this year | |

| | |
|---|--|
| 1. Do you have a Real Estate Agent for this property? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>If no, go to question 2.</p> <p>If yes, please attach the Annual Statement from the Real Estate company, and also attach any addition expenses that you paid out of your own pocket.</p> | |
| 2. List all the income and expenses for the Rental Property. | |
| Then go to Question 3. | |

| Income | Amount |
|-----------------------------|--------|
| Rental Income | |
| Other rental related income | |
| Expenses | Amount |
| Advertising for tenants | |
| Body corporate fees | |
| Borrowing expenses | |
| Cleaning | |
| Council Rates | |
| Gardening/Lawn mowing | |
| Insurance | |
| Interest on Loans | |
| Land Tax | |
| Legal Fees | |

| | |
|------------------------|--|
| Pest Control | |
| Property Agent Fees | |
| Repairs & Maintenance | |
| Stationery | |
| Telephone | |
| Postage | |
| Travel Expenses | |
| Water Charges | |
| Sundry Rental Expenses | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |

3. Did you use your motor vehicle to inspect the property, collect rent or to carry out repairs?

If no, go to question 4.

If yes, please provide the following details:

| | |
|---------------------|--|
| Kilometers Traveled | |
| Car Capacity (cc) | |

4. Please attach a Quantity Surveyors Report for Depreciation purposes

5. If you have purchased a new Rental Property, please provide a copy of the Purchase Contract and the Settlement Statement

Declaration

I confirm that the above information is true and correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Signature of Trustee _____

Date Declared ____/____/____

How to send this form to HK Dilan:

Please select one of the following methods to send this form together with all supporting documentation to us for processing:

1. **Mail:** Po Box 1170, Cloverdale WA 6985
2. **Fax:** 08 9479 6319
3. **Scan and Email:** harsha.k@hkdilan.com.au