

So that we can complete your tax return efficiently and accurately and to maximise your claims, we ask that you take the time to review the following checklist/questionnaire.

Please write down what you have for each category of expenses. Review the gaps and consider if you may have missed something, You can then go back through receipts, bank or credit card statements, emails or even contact suppliers. This is a sure way to ensure you are claiming everything you are entitled to!

If you don't have enough room, feel free to make some extra notes on a separate piece of paper.

Address of Rental Property	
Names of Property Owners	
If the property was purchased (contracts exchanged or purchase effected) during the year or this is the first year Anova Chartered Accountants has prepared your tax return, please provide the following documents	
Purchase contract	Yes/ No / na
Purchase settlement statement	Yes/ No / na
Loan offer documents from financial institution	Yes/ No / na
Legal fees paid on purchase	Yes/ No / na
Stamp duty paid on purchase	Yes/ No / na
Quantity surveyors report (if you don't have one of these please contact our office to see if it would be beneficial)	Yes/ No / na
Initial repairs carried out (dates and amounts)	Yes/ No / na
Date the property was first available for rent	
If the property was sold (contracts exchanged or sale effected) during the year please provide the following documents	
Sale settlement statement	Yes/ No / na
Advertising for sale costs	Yes/ No / na
Commission on sale paid to real estate agent	Yes/ No / na
Legal fees paid on sale	Yes/ No / na
Payout documents from finance institution and last loan statement	Yes/ No / na
Notes or extra details we should be aware of to assist with the preparation of your rental property return (ie. property not rented for 6 weeks during the year to carry out repairs or due to agent not being able to find a tenant)	

Provide the following details in relation to the current financial year		Supply document (please circle) or enter amount expense
Agents statements	Provide monthly or annual rental statement	Yes/ No / na
Loan statements	Provide loan statements for the 12 months to 30 June	Yes/ No / na
Provide details of the following income items received personally ie. if rent received via your agent do not include details as these will appear on the agent statements		
Rental income		\$
Insurance claims received		\$
Provide details of the following expenses paid personally ie <u>do not</u> include amounts that are <u>paid by the agent</u> as these will appear on the agent statements		
Advertising		\$
Asset replacements & Capital Improvements eg. blinds, hot water service, air conditioners, carpet, dishwashers, ovens, kitchens, bathrooms	Please list these on a separate sheet detailing date of purchase and amount. For amounts over \$300 please also provide receipt	\$
Bank charges / annual loan service fees		\$
Body corporate / strata levies		\$
Cleaning		\$
Council rates	There is usually 4 per year	\$
Electricity / gas		\$
Gardening / lawn mowing / tip fees		\$
Home office expenses	Provide number of hours per annum that you work from home for rental property purposes	hours
Insurance (building, contents, landlords, mortgage)		\$
Land tax	Provide Office of State Revenue notice	\$
Lease fees / legal fees		\$
Pest Control		\$
Repairs & maintenance	Please list these on a separate sheet detailing date of purchase and amount. For amounts over \$300 please also provide receipt	\$
Stationery / postage / phone calls / internet		\$
Water rates	There is usually 3 per year	\$
Other expenses	Please list these on a separate sheet	\$
		\$
		\$

We remind you that it is your responsibility to provide Anova Chartered Accountants with accurate financial information and retain documentation to substantiate any deduction claimed. We will not take responsibility for any failure on your behalf to maintain adequate records. We will prepare your income tax return from the information supplied and by signing the ELS declaration for lodgement with the ATO you are agreeing that you have provided us with all information free from any omissions.

