



JSM Accounting Group

"With you, through every stage"

INCOME TAX RETURN CHECKLIST – RENTAL PROPERTY

This checklist is used to record income and expenses for rental properties.

Please prepare one checklist per property.

Address	Town/City	State	Postcode

<input checked="" type="checkbox"/>	Item:	Details:
<input type="checkbox"/>	Date property first earned rental income	
<input type="checkbox"/>	Number of weeks property was rented this year	
<input type="checkbox"/>	The number of weeks the property was available for rent this year	
<input type="checkbox"/>	Entity's % ownership and Owner Details:	
<input type="checkbox"/>	Has the loan for the property been renegotiated this year?	
<input type="checkbox"/>	Are you charging minimum market rate rent?	

<input checked="" type="checkbox"/>	Acquisition and Disposal:	Date:	Amount:
<input type="checkbox"/>	Acquisition		
<input type="checkbox"/>	Disposal		
<input type="checkbox"/>	Capital gain/loss on sale of this property		
<input type="checkbox"/>	Value of capital allowances (depreciation on plant) recouped on the sale of the property		
<input type="checkbox"/>	Value of capital works deductions (special building write-off) recouped on the sale of the property		

INCOME		
<input checked="" type="checkbox"/>	Income Type:	Amount/Details:
<input type="checkbox"/>	Rental Income	
<input type="checkbox"/>	Reimbursement of Water	
<input type="checkbox"/>	Other Rental Income	



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EXPENSES		
<input checked="" type="checkbox"/>	Expense Type:	Amount/Details:
<input type="checkbox"/>	Advertising for Tenants	
<input type="checkbox"/>	Body Corporate Fees	
<input type="checkbox"/>	Borrowing Expenses – LMI, package fees - monthly/annual	
<input type="checkbox"/>	Cleaning – Bond, Carpets	
<input type="checkbox"/>	Council Rates	
<input type="checkbox"/>	Capital Allowance Assets (depreciation schedule)	
<input type="checkbox"/>	Gardening/Lawn Mowing	
<input type="checkbox"/>	Insurance – Landlord & Building	
<input type="checkbox"/>	Interest on Loan(s) – Check statements	
<input type="checkbox"/>	Land Tax	
<input type="checkbox"/>	Legal fees – Not sale or purchase	
<input type="checkbox"/>	Pest control – Not Building	
<input type="checkbox"/>	Agent's Fees	
<input type="checkbox"/>	Repairs & Maintenance	
<input type="checkbox"/>	Capital Works Deductions (depreciation schedule)	
<input type="checkbox"/>	Office Supplies	
<input type="checkbox"/>	Travel	
<input type="checkbox"/>	Water	
<input type="checkbox"/>	Sundry	