



RENTAL SCHEDULE CHECKLIST

ADDITIONAL INFORMATION REQUIRED FOR RENTAL PROPERTY SCHEDULES

Make sure you bring with you all the information needed for completing Rental Property Schedules in your tax return. This includes the following:

RENTAL/INVESTMENT PROPERTY

- Real estate agent rental statements (preferably Annual Summary Statement or if not available monthly statements);
- Loan statements or details of total interest paid during the year. (Note: you are only able to claim the amount of interest that directly relates to the purchase or running costs of the property. If part of the loan is for non rental property expenses the interest must be apportioned);
- Details of other expenses paid directly by yourself. This may include the following:
 - Council rates;
 - Water rates;
 - Repairs and maintenance costs;
 - Insurance costs;
 - Land tax paid (Please provide a copy of your land tax assessment if applicable);
 - Details of any travel expenses relating to inspection of the property;
 - Purchase details of any new assets purchased, such as a stove;
 - Details of any large renovation costs such as renovating a kitchen or bathroom;
 - Other.
- We will also need to know how many weeks the property was rented during the financial year and the date that the property was first rented (this date should have been entered on your last rental property schedule completed);

Additional documents if purchased or sold during the year

- Where a rental property has been acquired during the year, we also require the loan agreement disclosing all loan costs, a copy of the solicitor's settlement statement and copy of a quantity surveyor's report where depreciation of building costs and/or furniture is available.
- If you have sold a property we will require the above details relating to the original purchase as well as the sale documents/contract for capital gains tax purposes. *Note: the **contract date** is the relevant date for capital gains tax purposes (not the settlement date).*

***Please note that the list is a summary only and other information may be required.**

If you are not sure of what to bring along regarding your tax affairs please do not hesitate to contact our office.