

## RENTAL PROPERTY CHECKLIST

If your tax return includes a rental property, this checklist will assist you in providing the relevant information and supporting documentation we need. It also covers the additional information we need if you have purchased or sold a property during the year.

<b>If you are a new client to PT Partners</b>		✓
<b>Property Details</b> <ul style="list-style-type: none"> <li>• Property address.</li> <li>• Date the property first earned rental income.</li> <li>• Ownership percentage per owner.</li> </ul>		
Please provide purchase details for all properties per the Sale / Purchase section later in this checklist.		
Do you have a quantity surveyor's report on the property in order to maximise your tax deductions for depreciation and capital works? <ul style="list-style-type: none"> <li>• If yes, please supply us with a copy.</li> <li>• If not, speak to your PT Partners advisor or visit <a href="http://www.ptpartners.net.au/Tax_Depreciation_Reports">www.ptpartners.net.au/Tax_Depreciation_Reports</a> for further information.</li> </ul>		
<b>Current year arrangements</b>		✓
Was there a change in purpose for any properties during the financial year, such as: <ul style="list-style-type: none"> <li>• Family home becomes rental property, or</li> <li>• Rental property becomes family / holiday home?</li> <li>• Property rented to family member. (Note: Where a property is rented to a family member and market rent is not charged, claim for property expenses will be capped at the rent amount, limiting your ability to negatively gear the property.)</li> </ul>		
Was the property rented for the entire year? <ul style="list-style-type: none"> <li>• If not, provide details of periods of vacancy (i.e. dates and reason)               <ul style="list-style-type: none"> <li>○ Conducting repairs or significant renovations,</li> <li>○ Change in tenants,</li> <li>○ Inability to fill tenancy,</li> <li>○ Family holidays,</li> <li>○ Intention to sell.</li> </ul> </li> </ul>		
Was there any change in ownership interests?		
<b>Rental Income</b>		✓
<b>Rental Income</b> <ul style="list-style-type: none"> <li>• Annual summary from agent, or summary of rents received.</li> <li>• Government rebates.</li> <li>• Rental bonds retained.</li> <li>• Insurance compensation received.</li> </ul>		

<b>Rental Expenses</b>	
<p><b>Immediately deductible expenses</b></p> <ul style="list-style-type: none"> <li>• Advertising costs, agent fees and commissions.</li> <li>• Body corporate fees, council rates, water charges, land tax.</li> <li>• Cleaning costs, gardening costs, pest control.</li> <li>• Stationery, telephone, postage, electricity.</li> <li>• Loan Interest, property insurance, borrowing expenses, bank charges.</li> <li>• Legal and accounting fees.</li> </ul>	✓
<p><b>Repairs and Maintenance</b>  <i>"Costs for wear and tear, or damage caused to the property due to renting, may be immediately deductible."</i></p> <p><u>Some examples include:</u></p> <ul style="list-style-type: none"> <li>• Replacing damaged parts (e.g. the section of guttering, or fencing),</li> <li>• Plumbing/electrical repair work,</li> <li>• Repairing broken windows,</li> <li>• Painting.</li> </ul>	
<p><b>Capital Costs</b>  <i>"Cost for capital expenditure or improvements are generally deductible over a period of time"</i></p> <p><u>Some examples include:</u></p> <p>Separately identifiable assets:</p> <ul style="list-style-type: none"> <li>• Hot water systems,</li> <li>• Air conditioners,</li> <li>• New Carpets,</li> <li>• White appliances,</li> <li>• Furniture.</li> </ul> <p>Improvements or building construction</p> <ul style="list-style-type: none"> <li>• Renovations,</li> <li>• Extensions,</li> <li>• Fencing,</li> <li>• Swimming pool.</li> </ul>	
<b>Sale / Purchase</b>	
<p><b>Sale Information</b></p> <ul style="list-style-type: none"> <li>• Sale Contract.</li> <li>• Settlement Statement.</li> <li>• Agent Commissions.</li> <li>• Legal &amp; Search Fees.</li> <li>• Advertising Costs.</li> </ul>	✓
<p><b>Purchase Information (only if not provided previously)</b></p> <ul style="list-style-type: none"> <li>• Purchase Contract.</li> <li>• Settlement Statement.</li> <li>• Legal/Conveyance Costs.</li> <li>• Stamp Duty.</li> <li>• Travel Costs for pre-purchase inspections.</li> <li>• Quantity surveyors report (either new or from previous owner)</li> <li>• Initial renovation costs prior to tenancy.</li> </ul>	