**Rental Property Checklist**

**For the year ended 30 June** Click here to enter year.

**Name:** Click here to enter text.

**Different circumstances require different solutions**

Each Individual or business has a slightly different record keeping system with different outputs, you may request a personalised list of documents reflecting your particular circumstances from T L C Taxation. Please contact [**admin@tlctaxation.com.au**](mailto:admin@tlctaxation.com.au)and request your list for the financial year you are attending to.

**Generally, the following documents are required:**

**Please tick the documents you have included with your records**

**Rental income**

T L C Taxation’s excel “Rental Property Schedule”

Annual owner’s summary statement from your property manager (real estate agent) or

Monthly owner’s statements from your property manager (real estate agent) or

Record of rent received and other rental related income

Record of insurance claim proceeds received

**Capital Gains**

Contract for sale of the property

SELL and BUY settlement statements

Information on the usage of the property as main residence at any stage of ownership

Building write-offs claimed as deductions throughout ownership

**Rental expenses**

T L C Taxation’s excel “Rental Property Schedule”

Annual owner’s summary statement from your property manager (real estate agent) or

Monthly owner’s statements from your property manager (real estate agent) or

If loan involved

Summary of interest from online banking or bank statements

Borrowing costs schedule

Please review the following & include documents only if you have not provided T L C Taxation’s “Rental Property Schedule” or your own summary, unless otherwise stated below.

|  |  |
| --- | --- |
| Council and water rates  Repair and Maintenance (receipts & invoices for items over $1,000)  Insurance invoices  Structure / Building  Landlord protection  Lost income and other  Land tax  Advertising for tenants  Strata fees  Cleaning , gardening and pest control  Stationery, telephone and travel records  list of trips with kilometres | your motor vehicle details (Car make & Model, Engine Capacity, Registration Number)  Legal fees  Receipts for any other expenses directly related to your rental income  E.g. bank fees if a separate bank account issued for your rental property  Assets purchased, that are used  in the property E.g. stove, air con, fridge, etc.  in managing the property E.g. computer 4-week diary of usage of such an asset supporting the claimable percentage  Any renovations, extensions, improvements, etc. (receipts & invoices for items over $1,000) |