**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**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) |