



MELBOURNE
ACCOUNTING
PARTNERS

INVESTMENT PROPERTY CHECKLIST

PROPERTY ADDRESS:

OWNER/S:

PERCENTAGE:

DATE PROPERTY FIRST EARNED RENTAL INCOME:

NO. OF WEEKS PROPERTY WAS RENTED THIS YEAR:

RENTAL INCOME:

\$ _____

RENTAL EXPENSES:

D	Advertising for Tenants	\$ _____
E	Body Corp Fees	\$ _____
F	Borrowing Expenses	\$ _____
G	Cleaning	\$ _____
H	Council Rates	\$ _____
I	Capital Allowances(depreciation on plant)	\$ _____
J	Gardening/mowing	\$ _____
K	Insurance	\$ _____
L	Interest on Loan(s)	\$ _____
M	Land Tax	\$ _____
N	Legal fees	\$ _____
O	Pest Control	\$ _____
P	Property Agent fees/Commission	\$ _____
Q	Repairs and Maintenance	\$ _____
R	Capital Works Deduction(special Building Write off)	\$ _____
S	Stationery, Telephone and Postage	\$ _____
T	Travel Expenses	\$ _____
U	Water Charges	\$ _____
V	Sundry Rental Expenses	\$ _____