

**INDIVIDUAL TAX RETURN CHECKLIST**

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**INCOME TAX YEAR:**

**PROPERTY ADDRESS:**

**TOWN/CITY:**

**STATE & POSTCODE:**

**OWNER(1):**

**OWNER(2):**

**OWNER(3):**

**OWNER(4):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ % \_\_\_\_\_  
 \_\_\_\_\_ % \_\_\_\_\_  
 \_\_\_\_\_ % \_\_\_\_\_  
 \_\_\_\_\_ % \_\_\_\_\_

**IS THIS NEWLY PURCHASED PROPERTY:**

*(please provide the Statement of Adjustments)*

**DATE OF PURCHASE OF THE PROPERTY:**

**DATE PROPERTY FIRST EARNED RENTAL INCOME:**

**NO. OF WEEKS PROPERTY WAS RENTED THIS YEAR:**

**NO. OF WEEKS PROPERTY WAS AVAILABLE FOR RENT THIS YEAR:**

(Y) \_\_\_\_\_ (N) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Rental Income:**

(A) \$ \_\_\_\_\_

**Rental Expenses:**

Advertising for Tenants

(D) \$ \_\_\_\_\_

Body Corporate Fees

(E) \$ \_\_\_\_\_

Borrowing Expenses

(F) \$ \_\_\_\_\_

Cleaning

(G) \$ \_\_\_\_\_

Council Rates

(H) \$ \_\_\_\_\_

Capital Allowances (Depreciation)

(I) \$ \_\_\_\_\_

*(please provide receipt if appliance, renovation or furniture costs more than \$300 each)*

Gardening

(J) \$ \_\_\_\_\_

Insurance

(K) \$ \_\_\_\_\_

Interest on Loan(s)

(L) \$ \_\_\_\_\_

*(please provide loan account statement for the full year if available)*

Land Tax

(M) \$ \_\_\_\_\_

Legal Fees

(N) \$ \_\_\_\_\_

Pest Control

(O) \$ \_\_\_\_\_

Property Agent fees/Commission

(P) \$ \_\_\_\_\_

*(please provide annual rental income & expense summary from real estate agent)*

Repairs & Maintenance

(Q) \$ \_\_\_\_\_

Capital Works Deductions

(R) \$ \_\_\_\_\_

*(please provide depreciation report from depreciation specialist)*

Stationery, Telephone & Postage

(S) \$ \_\_\_\_\_

Travel Expenses

(T) \$ \_\_\_\_\_

Water Charges

(U) \$ \_\_\_\_\_

Sundry Rental Expenses

(V) \$ \_\_\_\_\_

*(please specify below)*

\_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
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