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# RENTAL PROPERTY DETAILS

If you have received rental income during the financial year, please provide the following information:

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| **1.** | **Summary of rents received for each property rented;*** The rent received for each property should be listed separately.
* If an agent collects the rent for you, please include all Agents’ statements or summary.
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| **2.** | **Summary of expenditure relating to rental properties;*** These include all payments in respect of advertising, repairs and maintenance, rates, insurance, gardening, cleaning, body corporate levies, etc.
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| **3.** | **Interested charged on loans relating to rental properties;**- Include ALL bank statements for the year. |
| **4.** | **Details of all capital expenditure;*** This includes all expenditure on furniture and equipment and structural building additions, extensions and/or improvements, and the dates the expenditure was incurred. Include quantity surveyor report if available.
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| **5.** | Details of costs incurred by you in administering rental properties;* Include costs incurred and kilometers travelled in collecting rents or making property inspections.
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| **6.** |  **Details of purchase/construction costs of rental property;*** (if new or not previously rented)
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| **7.** | Details of any new borrowings from banks or other financial institutions;* Provide all correspondence between yourself and the lender including details of all establishment fees and associated borrowing costs.
* This includes all loan statements.
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| **8.** | **Separate bank account maintained for rental property?*** Include ALL DEPOSIT & CHEQUE DETAILS and BANK STATEMENTS.
* Please ensure that all deposits are clearly marked and all cheque details are complete with an appropriate description.
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| **9.** | **Advise number of weeks the property was available for;** If used privately during the period, advise the number of day’s private usage**.** |
| **10.** | **If Property Sold, include property settlement statements for the original purchase and for the sale. If there was any private use during the period of ownership, provide details of market valuation at time the property became a rental property** |