



**STEPHENS**  
ACCOUNTING SERVICES  
Chartered Accountants

## RENTAL PROPERTY DETAILS

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

<b>1.</b>	<b>Summary of rents received for each property rented;</b> <ul style="list-style-type: none"><li>- The rent received for each property should be listed separately.</li><li>- If an agent collects the rent for you, please include all Agents' statements or summary.</li></ul>
<b>2.</b>	<b>Summary of expenditure relating to rental properties;</b> <ul style="list-style-type: none"><li>- These include all payments in respect of advertising, repairs and maintenance, rates, insurance, gardening, cleaning, body corporate levies, etc.</li></ul>
<b>3.</b>	<b>Interested charged on loans relating to rental properties;</b> <ul style="list-style-type: none"><li>- Include ALL bank statements for the year.</li></ul>
<b>4.</b>	<b>Details of all capital expenditure;</b> <ul style="list-style-type: none"><li>- This includes all expenditure on furniture and equipment and structural building additions, extensions and/or improvements, and the dates the expenditure was incurred.</li></ul>
<b>5.</b>	<b>Details of costs incurred by you in administering rental properties;</b> <ul style="list-style-type: none"><li>- Include costs incurred and kilometers travelled in collecting rents or making property inspections.</li></ul>
<b>6.</b>	<b>Details of purchase/construction costs of rental property;</b> <ul style="list-style-type: none"><li>- (if new or not previously rented)</li></ul>
<b>7.</b>	<b>Details of any new borrowings from banks or other financial institutions;</b> <ul style="list-style-type: none"><li>- Provide all correspondence between yourself and the lender including details of all establishment fees and associated borrowing costs.</li><li>- This includes all loan statements.</li></ul>
<b>8.</b>	<b>Separate bank account maintained for rental property?</b> <ul style="list-style-type: none"><li>- Include ALL DEPOSIT &amp; CHEQUE DETAILS and BANK STATEMENTS.</li><li>- Please ensure that all deposits are clearly marked and all cheque details are complete with an appropriate description.</li></ul>
<b>9.</b>	<b>Advise number of weeks the property was available for;</b> If used privately during the period, advise the number of day's private usage.

**Contact us**

Stephens Accounting Services  
Address: 10 Radstock Place  
Tingalpa QLD 4173

Postal: PO Box 9371, Wynnum West Qld 4178

Phone: 07 38902672

Mobile: 0411099876

Fax: 07 38901909

Email: admin@mesaimie.com.au

# RENTAL PROPERTY STATEMENT/WORKSHEET

Property Address: \_\_\_\_\_

When Constructed: \_\_\_\_\_

Strata Plan: \_\_\_\_\_

Contracts \_\_\_\_\_

Exchanged: \_\_\_\_\_

Geared: Yes/No, if Yes \_\_\_\_\_

1st Income \_\_\_\_\_

Producing: \_\_\_\_\_

Cost inc. Acquisition \_\_\_\_\_

Costs : \_\_\_\_\_

1. How much borrowed \_\_\_\_\_

Always Rented: \_\_\_\_\_

Yes/No \_\_\_\_\_

2. Lender \_\_\_\_\_

Private Use: \_\_\_\_\_

Yes/No, if Yes \_\_\_\_\_

3. Interest Rate \_\_\_\_\_

For What Period: \_\_\_\_\_

4. Period \_\_\_\_\_

Land Tax Return: \_\_\_\_\_

5. Security \_\_\_\_\_

Yes/No \_\_\_\_\_

INCOME DETAILS	GROSS	PRIVATE %	PRIVATE \$	ASSESSABLE	REF
Gross Rent		0.00%	-	-	
Other		0.00%	-	-	
Total	-		-	-	

EXPENSE DETAILS	GROSS	PRIVATE %	PRIVATE \$	DEDUCTIBLE	REF
Advertising		0.00%	-	-	
Bank Charges		0.00%	-	-	
Borrowing Costs		0.00%	-	-	
Building Write-Off		0.00%	-	-	
Cleaning		0.00%	-	-	
Commission		0.00%	-	-	
Depreciation		0.00%	-	-	
- building		0.00%	-	-	
- common property		0.00%	-	-	
- inclusions		0.00%	-	-	
Electricity, Gas etc.		0.00%	-	-	
Garbage		0.00%	-	-	
Gardening		0.00%	-	-	
Insurance (contents [ ] fire [ ] landlord [ ])		0.00%	-	-	
Land Tax (if nil, why?)		0.00%	-	-	
Legal Expenses		0.00%	-	-	
Letting Fees		0.00%	-	-	
Mooring Fees		0.00%	-	-	
Pastures Protection Board		0.00%	-	-	
Pest Control		0.00%	-	-	
Postage & Stationery		0.00%	-	-	
Rates - Council		0.00%	-	-	
- Water		0.00%	-	-	
Repairs		0.00%	-	-	
Security		0.00%	-	-	
Strata Levies		0.00%	-	-	
Sullage		0.00%	-	-	
Telephone		0.00%	-	-	
Travel ..... km @ ..... cents per km		0.00%	-	-	
Other Expenses		0.00%	-	-	
TOTAL EXPENSES BEFORE INTEREST	-		-	-	
INTEREST		0.00%	-	-	
<b>TOTAL EXPENSES</b>					