

Shephard & McCarthy

Rental Property Statement and Checklist

Rental Property Address	
Property Type: Land/Residential/Commercial/Other	
Date first Built (see Note 1 below)	
Date First rent received	
Cost inc. Acquisition Costs :	
Always Rented: Yes/No	
Private Use: Yes/No	
If used privately For What Period and/or %:	

INCOME DETAILS	Details	Private Portion
Gross Rent		
Other rental receipts		
Tenants reimbursements		
Bond Forfeited		
Total		

EXPENSE DETAILS	Details
Advertising for rental	
Bank Charges	
Body Corporate levies	
Borrowing Costs	
Cleaning	
Electricity, Gas etc.	
Gardening	
Insurance	
Land Tax	
Property Agents and Letting Fees	
Pest Control	
Postage & Stationery	
Rates - Council (see Note 2 below)	
- Water	
Repairs	
Telephone	

Travel km @ cents per km	
Other Expenses	
Interest Loan 1 (see Note 3)	
Interest Loan 2	
TOTAL EXPENSES	

Capital items purchased for this property

Date	Details	\$ amount

Renovations/ Addition to Property

Date		\$

DISTRIBUTION OF RENTAL INCOME

Recipient Name		% Share

Notes

1. Capital works deduction available if built after certain dates, Builders cost or Quantity Surveyors reports may be needed
2. Rates will need to be adjusted by the amount shown as an adjustment on sale or purchase of the property the amounts will generally be shown on your solicitors settlement letter.
3. Only show interest on loans used to acquire and or renovate/construct the property.