



## ANNUAL CHECKLIST – RENTAL

For the financial year ended **31 March 2018**

(or balance dates from 01/10/2017 to 30/09/2018)

<b>NAME:</b> .....			
<b>ADDRESS:</b> .....			
<b>CONTACT NUMBERS:</b>	Home: .....	Mobile	.....
Work: .....	Fax: .....	Email:	.....

### INFORMATION REQUIRED FOR COMPLETION OF RENTAL ACCOUNTS

Please tick of the following list to ensure you have included all relevant information for us to complete your financial accounts.

**Rental Income**

Any rental income received for the financial period.

**Bank Statements**

The trading entities Bank Statements for the financial period to show all rental income and expenses.

**Mortgage Loan Statements**

Any mortgage statements for the Rental Property showing opening & closing loan balances, interest incurred and payments made.

**Legal Fee Information**

Any legal fees incurred for the period as well as any legal documentation such as sale & purchase agreements (if applicable).

**Rental Expenses**

Any rental expenses for the financial period such as accountancy fees, advertising, insurance, rates, repairs and maintenance and water rates.

**Management Information**

If property is managed by a rental agency please provide all information regarding their fees and other expenses paid on your behalf.

**Asset Movement**

Details of any fixed assets brought or disposed of, sold or traded in during the financial period which are greater than \$500 in cost.

**Home Office Expenses**

Please complete worksheet included in this questionnaire **IF PROPERTY NOT MANAGED.**

## RENTAL PROPERTY INFORMATION

Address of Property: .....

.....

### TENANCY PERIOD:

Full Year:

Part Year: From: .....

To: .....

## ASSETS PURCHASED OR SOLD

If you have purchases, sold, disposed of or traded in a new or second hand asset, (with the value of more than \$500.00) relating to your business during the period to 31 March, please supply documentation and complete details below.

### Assets Additions

Addition Description	Private Use %	Addition Date	Addition Cost

### Assets Disposal/Trade Ins

Disposal Description	Disposal/Write Off	Private Portion	Sale Date	Sale Price

## HOME OFFICE CALCULATION

Please calculate the total amounts and/or supply documentation about the following household expenses so we can calculate your tax deductible Home Office claim.

### Percentage to claim

In order for us to accurately calculate your Home Office claim, we need to know the area of the space used as an office, or for other business activities, in relation to the area of the whole house

Example: A house which is 100m<sup>2</sup>, with an office space which is 10m<sup>2</sup> means the claimable amount of the household expenses is 10%.

When calculating the space used for business in your home, please note the claimable space:

- should not include your toilet/bathroom, kitchen, garage etc. (unless specifically available for use by your customers); and
- can include storage areas - if you are storing items/documents/equipment/tools used for your business.

Area of house used for business: ..... m<sup>2</sup>                      Area of whole house: ..... m<sup>2</sup>

<input type="checkbox"/>	Rates Per Year:	\$
<input type="checkbox"/>	Water Rates Per Year:	\$
<input type="checkbox"/>	Power Per Year:	\$
<input type="checkbox"/>	House Insurance Per Year:	\$
<input type="checkbox"/>	Repairs/Maintenance (Office related only):	\$
<input type="checkbox"/>	Rent Per Year:	\$
<input type="checkbox"/>	Home Loan Interest Per Year:	\$
<input type="checkbox"/>	Telephone (Line Rental Only):	\$
<input type="checkbox"/>	Internet:	\$
<input type="checkbox"/>	Other (please specify):	\$