



SOUTH EAST ACCOUNTING

Suite 5, 24-26 Woods St
Beaconsfield Vic 3807
ph: (03) 8768 8788

Rental Property Checklist – Individuals

Property Information	
Owner name (ownership %)	
Property Address	
Purchase Date	
Purchase Price	

Please provide a copy of the Property Agent's statement for the financial year. Please also provide the following details:

Income	
Date Property First Earned Rent:	
Number of Weeks Property Rented This Year:	
Rental Income:	
Other Rental Income:	

Expenses			
Item	\$	Item	\$
Advertising for tenants		Property Agent Fees/Commission	
Body Corporate		Repairs & Maintenance	
Borrowing Expenses		Stationery, Telephone & Postage	
Cleaning		Travel Expenses	
Council Rates		Water Charges	
Gardening/Lawn Mowing		Sundry Expenses	
Insurance		Other (list.....)	
Interest on Loans		Bank fees	
Land Tax		Quantity Surveyor Fees	
Legal Fees		
Pest Control		

Please provide a copy of any quantity surveyors report and your prior years tax return in order to ensure we pick up all depreciation items for the property.