



Income Tax Return Preparation Checklist

2018

Checklist B - Investment Property

<u>Property Address</u>	

<u>Income</u>	Amount	Please Provide
1. Rent Received	\$.....	Annual tax statement from agents & monthly rental statements
<u>Deductions</u>		
2. Advertising	\$.....	Receipts, agent's statements
3. Body Corporate Levies	\$.....	Receipts
4. Cleaning	\$.....	Receipts, agent's statements
5. Rates	\$.....	Receipts, rates notices, agent's statements
6. Water Rates	\$.....	Receipts, rates notices, agent's statements
7. Depreciation	\$.....	Depreciation schedule from last year's income tax return
8. Gardening	\$.....	Receipts, agent's statements
9. Insurance	\$.....	Premium notices
10. Interest	\$.....	Bank/Loan Statements/Advice from Bank
11. Bank Charges	\$.....	Bank Statements
12. Letting Fees	\$.....	Agent's statements
13. Commission	\$.....	Agent's statements
14. Pest Control	\$.....	Receipts, agent's statements
15. Postage, petty & stationery	\$.....	Agent's statements
16. Repairs & Maintenance	\$.....	Receipts, agent's statements
17. Telephone	\$.....	Receipts, agent's statements
18. Other Expenditure	\$.....	Receipts, agent's statements, details
19. Gas/Electricity	\$.....	Receipts, agent's statements

First Year Information Required

1. Copy of contract (s)
2. Solicitors Settlement Statements
3. Solicitors Memorandum Fees
4. Loan Contract with Bank
5. Capital Allowance/Deopreciation schedules