



**Hetherington+Associates**  
Chartered Accountants

## Income Tax Return Preparation Checklist

# 2023

### Investment Property Checklist

<b><u>Property Address</u></b>	

<b><u>Income</u></b>	<b>Amount</b>	<b>Please Provide</b>
1. Rent Received	\$.....	Annual tax statement from agents & monthly rental statements
<b><u>Deductions</u></b>		
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. Inspection Costs	\$.....	Receipts for air fare, hire care, accom, meals, tolls, etc.
13. Letting Fees	\$.....	Agent's statements
14. Commission	\$.....	Agent's statements
15. Pest Control	\$.....	Receipts, agent's statements
16. Postage, petty & stationery	\$.....	Agent's statements
17. Repairs & Maintenance	\$.....	Receipts, agent's statements
18. Telephone	\$.....	Receipts, agent's statements
19. Other Expenditure	\$.....	Receipts, agent's statements, details
20. Gas/Electricity	\$.....	Receipts, agent's statements

### First Year Information Required

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|---|---|
| 1. Copy of contract (s)                     | (Not required for Yes Group properties) |
| 2. Solicitors Settlement Statements         |   |
| 3. Solicitors Memorandum Fees               |   |
| 4. Loan Contract with Bank                  |   |
| 5. Capital Allowance/Depreciation schedules | (Not required for Yes Group properties) |
| 6. Quantity Surveyor's Report               | (Not required for Yes Group properties) |