



**Income Tax Return Preparation Checklist**

**2024**

**Investment Property Checklist**

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

<b><u>Income</u></b>	<b>Amount</b>	<b>Please Provide</b>
<b>1. Rent Received</b>	\$.....	Annual tax statement from agents & monthly rental statements
<b><u>Deductions</u></b>		
<b>2. Advertising</b>	\$.....	Receipts, agent's statements
<b>3. Body Corporate Levies</b>	\$.....	Receipts
<b>4. Cleaning</b>	\$.....	Receipts, agent's statements
<b>5. Rates</b>	\$.....	Receipts, rates notices, agent's statements
<b>6. Water Rates</b>	\$.....	Receipts, rates notices, agent's statements
<b>7. Depreciation</b>	\$.....	Depreciation schedule from last year's income tax return
<b>8. Gardening</b>	\$.....	Receipts, agent's statements
<b>9. Insurance</b>	\$.....	Premium notices
<b>10. Interest</b>	\$.....	Bank/Loan Statements/Advice from Bank
<b>11. Bank Charges</b>	\$.....	Bank Statements
<b>12. Inspection Costs</b>	\$.....	Receipts for air fare, hire care, accom, meals, tolls, etc.
<b>13. Letting Fees</b>	\$.....	Agent's statements
<b>14. Commission</b>	\$.....	Agent's statements
<b>15. Pest Control</b>	\$.....	Receipts, agent's statements
<b>16. Postage, petties &amp; stationery</b>	\$.....	Agent's statements
<b>17. Repairs &amp; Maintenance</b>	\$.....	Receipts, agent's statements
<b>18. Telephone</b>	\$.....	Receipts, agent's statements
<b>19. Other Expenditure</b>	\$.....	Receipts, agent's statements, details
<b>20. Gas/Electricity</b>	\$.....	Receipts, agent's statements

**First Year Information Required**

- |   |   |
|---|---|
| 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) |