

**RENTAL PROPERTY FORM**

**For newly purchased rental properties please provide copies of the following documents:**

- Final Offer & Acceptance Contract
- Final Settlement Statement
- Bank Loan(s) documents

If the building was constructed after 18 July 1985, date and cost of construction:

Date: \_\_\_\_\_ Cost : \_\_\_\_\_

**Note:** You may need to provide a Depreciation Report.

**Copies of Documents Required (or a Comprehensive Summary of Income & Expenses)**

**Note:** the following lists are not extensive.

<b>INCOME:</b>	<b>Tick Box if Document Provided:</b>	<b>Notes:</b>
1. Annual statement from Managing Agent	<input type="checkbox"/>	_____
2. Record of all rent received (e.g. bank statements)	<input type="checkbox"/>	_____
3. Other Rental related income (e.g. Tenant payments; insurance claims)	<input type="checkbox"/>	_____

**EXPENSES:**

1. Annual statement from Managing Agent	<input type="checkbox"/>	_____
2. Loan statements or final statement showing total <b>interest</b> paid.	<input type="checkbox"/>	_____
3. Depreciation Report	<input type="checkbox"/>	_____
4. *Purchases (e.g. hot water system, air con)	<input type="checkbox"/>	_____
5. Council Rates	<input type="checkbox"/>	_____
6. Water Rates & Charges	<input type="checkbox"/>	_____
7. Insurances – e.g. Landlord & Building	<input type="checkbox"/>	_____
8. Land Tax	<input type="checkbox"/>	_____
9. Repairs & Maintenance	<input type="checkbox"/>	_____
10. *Capital Improvements (e.g. extension, carport)	<input type="checkbox"/>	_____
11. Other Expenses:		
_____	<input type="checkbox"/>	_____

\*Purchases and Capital Improvements – Please provide details, date and amount of each item.