

## Rental Property Checklist

Name(s) of Property Owner	
	Amount / details
Property Details (if a new property or new client)	
Address	
Do you have a depreciation report	
Property Owners Names	
Date of Purchase	
Purchase Price (if known)	\$

<b>Income</b>			
Rent Received		\$	
Other Income (ie Water recovered)		\$	
<b>Expenses</b>			
Advertising	\$	Body Corporate	\$
Bank Fees	\$	Borrowing Costs	\$
Cleaning	\$	Council Rates	\$
Gardening	\$	Emergency Services Levy	\$
Insurance	\$	Interest on Loans	\$
Land Tax	\$	Legal Costs	\$
Pest Control	\$	Property Agent Fees	\$
Repairs & Maintenance	\$	Stationer, Postage	\$
Travel	\$	Water	\$
Other	\$		

Improvements (over \$300) Details	Date	Amount
		\$
		\$

Signature .....

Date ...../...../.....