

## Rental Property Questionnaire - 2011

*I/we hereby instruct you to prepare our Taxation Returns for the financial year ended 30 June 2011.*

*I/we undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.*

*You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to carry out the above assignment.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Staff: \_\_\_\_\_

**To ensure that our records are up to date, please assist us by confirming and/or completing the following details:**

Property address: \_\_\_\_\_

Property owners: \_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

Purchase date: \_\_\_\_\_ Date first earned rent: \_\_\_\_\_

Weeks rented: \_\_\_\_\_ Weeks available for rent: \_\_\_\_\_

### Other information

✓ if Yes

Has there been private use of the property during the year? *If yes, please provide dates.*

Has a copy of the purchase settlement statement been provided? *If not, please provide.*

Was the property sold during the year? *If yes, please provide settlement statement.*

Was the property at any time during the year without a tenant?  
*If yes, please provide details – i.e. advertising for a tenant, undertaking repairs.*

<b>Rental Property Income</b>	<b>Tax Return Label</b>	<b>✓ if Yes</b>	<b>\$ Amount / Comments</b>
Rental Income <i>Please provide statement of earnings or other documentation</i>	A	<input type="checkbox"/>	
Other rental related income <i>Including compensation for lost rent, retained rental bond money, letting fees, reimbursements, recoupments and the like.</i>	B	<input type="checkbox"/>	
<b>Rental Property Expenses</b>		<b>✓ if Yes</b>	<b>\$ Amount / Comments</b>
Advertising for tenants	D	<input type="checkbox"/>	
Body corporate fees and charges	E	<input type="checkbox"/>	
Borrowing expenses <i>Borrowing costs are claimed over life of loan or 5 years whichever is the lesser.</i>	F	<input type="checkbox"/>	
Cleaning expenses	G	<input type="checkbox"/>	
Council rates	H	<input type="checkbox"/>	
Purchases of any depreciable assets ( <i>including purchase dates</i> )	I	<input type="checkbox"/>	
Gardening or lawn mowing expenses	J	<input type="checkbox"/>	
Insurance expenses	K	<input type="checkbox"/>	
Interest expenses on loans	L	<input type="checkbox"/>	
Land tax expenses	M	<input type="checkbox"/>	
Legal fees	N	<input type="checkbox"/>	
Pest control expense	O	<input type="checkbox"/>	
Property agent fees or commission	P	<input type="checkbox"/>	
Repairs and maintenance	Q	<input type="checkbox"/>	
Capital works – i.e. improvements ( <i>including purchase dates</i> )	R	<input type="checkbox"/>	
Stationery, telephone and postage expenses	S	<input type="checkbox"/>	
Travel expenses <b>Motor vehicle type</b> _____ <b>Engine capacity</b> _____	T	<input type="checkbox"/>	
Water charges	U	<input type="checkbox"/>	
ESL	V	<input type="checkbox"/>	
Valuation Fees	V	<input type="checkbox"/>	