



ULTIMATE

TAX & ADVISORY

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Ultimate SK Pty Ltd trading as Ultimate Tax & Advisory

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ULTIMATE RENTAL PROPERTY CHECKLIST

Below is a checklist of items that may assist you in collating your documents in order for us to process your rental property schedule

Once completed, you may email the completed copy and accompanying documents to us at office@ultimate-tax.com.au or print out and mail the documents to us

Property Address: _____

Date property was built: _____

* if property was built after September 1985 it may be beneficial to obtain a quantity surveyors depreciation report

Date property first earned rental income: _____

Number of weeks property was rented this year: _____

Ownership: e.g. 100% or 50% owned in your name _____

Rented via a property manager? _____

INCOME

TOTAL AMOUNT (\$) PRIVATE %

	TOTAL AMOUNT (\$)	PRIVATE %
Gross rental income		
Other rental related income		

EXPENSES

Advertising for tenants		
Body corporate fees (strata levies)		
Borrowing expenses (loan setup costs)		
Cleaning		
Council rates		
Gardening/Lawn mowing		
Insurance		
Interest on loan		
Land tax		

	Pest control		
	Property agent fees/commission		
	Repairs & maintenance		
	Stationery		
	Telephone		
	Water charges		
	Other expenses - please list		

ASSETS PURCHASED (ITEMS OVER \$300)

	NAME OF ITEM	DATE PURCHASED	COST \$

RENOVATIONS MADE TO THE PROPERTY

	TYPE OF RENOVATION	DATE PURCHASED	COST \$

Liability limited by a scheme approved under Professional Standards Legislation.