

CLIENT INFORMATION:

Name _____

Address _____

Email _____ Phone _____

Note: If you have multiple properties, please complete a checklist for each property

Property Details

- ☐ Property Address _____
☐ Ownership % _____
☐ Number of Weeks Available for Rent _____
☐ Number of Week Rented _____
☐ Was the property rented to a related party? **Yes / No**
☐ Was your property used for private purposes during the financial year? **Yes / No**
 If yes, please provide the number of weeks the property was used privately _____

Income

Please provide details of applicable income + associated statements / invoices

- ☐ Rental Statement
- ☐ Rental Reimbursements (Water, R & M etc)
- ☐ Insurance Payments (Loss of Rent, Damages)
- ☐ Rental Bond
- ☐ Government Rebates
- ☐ Government Rebates - Solar

Expenses

Please provide details of applicable expenses + associated receipts

- ☐ Advertising
- ☐ Agent Fees & Commission
- ☐ Bank Charges
- ☐ Body Corporate Fees
- ☐ Cleaning
- ☐ Council Rates
- ☐ Electricity
- ☐ Garden Maintenance
- ☐ Insurance
- ☐ Interest
- ☐ Land Tax
- ☐ Legal Fees
- ☐ Pest Control
- ☐ Quantity Surveyor Fees
- ☐ Repairs & Maintenance

Depreciation

Please provide details of applicable expenses + associated receipts

- ☐ Did you purchase any new assets during the year? **Yes / No**
- ☐ Did you dispose or sell any assets during the year? **Yes / No**

Example of Assets - Furniture, Dishwasher

Please Note: If this is the first year we are preparing your income tax return please make sure you send us a copy of your depreciation schedule from last year's tax return.

Capital Improvements

Please provide details of applicable expenses + associated receipts

- ☐ Did you undertake any capital improvements throughout the year? **Yes / No**
- Example of Improvements
- Replacement of an entire structure or unit of property (Complete fence or building, kitchen cupboards etc.)
 - Improvements, renovations, extensions and alterations

Capital Works Schedule

A *Quantity Surveyors Report* (also known as a *Capital Allowance and Tax Depreciation Schedule*) is a document, typically prepared by a professional Quantity Surveyor that clearly reports in detail the deductions available to an investor for the depreciation of their investment property.

- ☐ Did you obtain a Quantity Surveyor (QS) report for your property this financial year?
Yes / No

Finance

Please provide copy of loans statements for the 2025/2026 financial year

- ☐ Was the property re-financed during the financial year? **Yes / No**
If yes, please provide details of the new loan
- ☐ Have you made any personal redraws on this loan? **Yes / No**
If yes, please advise how much \$

Acquisitions & Disposals

Please provide copy of loans statements for the 2025/2026 financial year

- ☐ Did you acquire a property during the financial year?
If Yes, please provide details and attach the following if previously not supplied.
- Purchase Contract
 - Settlement Statement
 - Associated Expenses (Legal Fees, Stamp Duty, Building & Pest)
- ☐ Did you sell a property during the financial year?
If Yes, please provide details and attach the following, if not previously supplied.
- Contract - Purchase & Sale
 - Settlement Statement – Purchase & Sale
 - Associated Expenses – Purchase & Sale (Legal Fees , Stamp Duty, Marketing etc.)

CLIENT NOTES

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