

# 2021 RENTAL PROPERTY CHECKLIST

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## Property Details

Full Street Address:

Date property first earned rental income:

Number of weeks rented this year:      weeks.

## Income

*from 1 July 2020 to 30 June 2021*

Gross Rent: \$

Other Rental Income: \$

## Expenses

*from 1 July 2020 to 30 June 2021*

Advertising for Tenants

Body Corporate Fees

Cleaning

Gardening / Lawn Mowing

Interest on Loan(s)

Legal Fees

Property Management Fees & Commission

Repairs & Maintenance

Stationery, Telephone, Postage

Bank Fees on Loan(s)

Borrowing Expenses

Council Rates

Water Charges

Electricity Charges

Insurance

Land Tax

Pest Control

*If you are uncertain with any deductions that relate to your 2021 Tax Return, don't hesitate to speak with your HS Plus Advisor. Please note, travel deductions are no longer applicable for rental properties.*

## New Assets (Capital Expenses over \$300)

*from 1 July 2020 to 30 June 2021*

Asset Purchased:

Purchase Date:

Cost: \$

Asset Purchased:

Purchase Date:

Cost: \$

## Relevant Documentation

Bank Statements on Investment Loan(s) from  
1 July 2020 to 30 June 2021

Real Estate Agent Summary Statement and  
Monthly Statements

If **sold** during financial year:

Purchase and sale contracts on property  
including all legal documents for Capital Gains  
Tax Purposes

Stamp duty, conveyancing, legal fees and any  
other expenses on sale and purchase