



UNIVERSAL TAXATION
SERVICES

Rental Properties Required Information

Organizing your Rental Properties in a Better Way

Property Rented Out :

1. Annual Rental Statement from the Real Estate Agent summarized Annual Income & Expenses Summary.
2. Summary of Rental Expenses paid from your Own Pocket (*please use the attached Excel Spreadsheet for out of pocket rental expenses if require*).
3. Interest on the Rental Property Loan paid during the year.
4. Depreciation Report if organized during the year.
5. Any Travelling expense incurred to visit the Rental Property. If used your own car, please advise estimated no. of kms travelled during the year for rental property inspection purposes.
6. Date Rental Property First Rented out.
7. Copy of the Last Years Tax Return including any Depreciation Schedule for the Rental Property.
8. Any other Relevant Expenses.

Property under Construction or Development Stage:

1. Interest on the Rental Property Loan
2. Any Travelling expense incurred to visit the Rental Property. If used your own car, please advise estimated no. of kms travelled during the year for rental property inspection purposes.
3. Loan Establishment Costs for the Rental Property Loan.
4. Summary of Rental Expenses paid from your Own Pocket those are not Capital / Development Cost Expenses.
5. Any other Relevant Expenses.



Rental Property - List of Expenses

- | | | |
|--------------------------|----------|---|
| <input type="checkbox"/> | D | Advertising for tenants |
| <input type="checkbox"/> | E | Body corporate fees |
| <input type="checkbox"/> | F | Borrowing expenses |
| <input type="checkbox"/> | G | Cleaning |
| <input type="checkbox"/> | H | Council rates |
| <input type="checkbox"/> | I | Capital allowances (depreciation on plant) |
| <input type="checkbox"/> | J | Gardening/lawn mowing |
| <input type="checkbox"/> | K | Insurance |
| <input type="checkbox"/> | L | Interest on loan(s) |
| <input type="checkbox"/> | M | Land Tax |
| <input type="checkbox"/> | N | Legal fees |
| <input type="checkbox"/> | O | Pest control |
| <input type="checkbox"/> | P | Property agent fees/commission |
| <input type="checkbox"/> | Q | Repairs and maintenance |
| <input type="checkbox"/> | R | Capital works deductions (special building write-off) |
| <input type="checkbox"/> | S | Stationery, telephone and postage |
| <input type="checkbox"/> | T | Travel expenses |
| <input type="checkbox"/> | U | Water charges |
| <input type="checkbox"/> | V | Sundry rental expenses |