

Rental Property Schedule – 1 April 2022 to 31 March 2023

PLEASE COMPLETE ONE OF THESE FORMS PER PROPERTY

This property is owned by _____

Property Address:		_____	
Available for Rent (Full year 1st April to 31st March)		From _____ to _____	
Amount of rent received	\$ _____ per week/month/year	Number of weeks rent received	_____
Please provide details of the expenses below, for this rental property. Use a separate sheet if necessary. If you are unsure what to provide, please contact us.			
Rates	\$ _____	Lawn Mowing / Rubbish Removal / Cleaning / Others	\$ _____
Insurance	\$ _____	Accountancy	\$ _____
Commission	\$ _____	Stationery	\$ _____
Repairs & Maintenance - Please attach invoices and receipts			\$ _____
Additions to Asset - Please attach invoices/receipts			\$ _____
Mortgage Interest - Attach a copy of loan summary as of 31 March or loan statements for the full year. Don't forget to give us final loan statements on loans repaid in full!			\$ _____
Vehicle Mileage			
Mileage claims for rental property related mileage only			
Total number of kilometres travelled _____ km's. Full details including dates, distance travelled, and reason must be kept.			
Is your vehicle a Petrol, Diesel, Hybrid or Electric? _____			
Home Office Expenses (If 2 or more rental properties only)			
If part of your home is set aside principally for use as an office area to do with your rental properties, please provide the following details:			
Business Area _____ M2/Ft2		Annual	
Total area of house & other buildings _____ M2/Ft2	Power	\$ _____	
	Insurance (building & contents)	\$ _____	
	Rates	\$ _____	
	Repairs & maintenance	\$ _____	
	(Invoices required for all expenses More than \$1,000) <input type="checkbox"/> ATTACHED.		
	Telephone rental & internet	\$ _____	
	Interest (house mortgage) / rent	\$ _____	
	Interest documents must be provided <input type="checkbox"/> ATTACHED		
Was this property bought or sold in this financial year? <input type="checkbox"/> Yes - complete below <input type="checkbox"/> No			
<input type="checkbox"/> We have attached / enclosed sale and purchase agreement.			
<input type="checkbox"/> We have attached / enclosed lawyers settlement statements.			
<input type="checkbox"/> We have attached / enclosed lawyer's bill.			