

## Rental Property Schedule – 1 April 2023 to 31 March 2024

**PLEASE COMPLETE ONE OF THESE FORMS PER PROPERTY**

This property is owned by \_\_\_\_\_

<b>Property Address:</b>		_____	
<b>Available for Rent (Full year 1<sup>st</sup> April to 31<sup>st</sup> March)</b>		From _____ to _____	
<b>Amount of rent received</b>	\$ _____ per week/month/year	<b>Number of weeks rent received</b>	_____
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. If you use a Property Manager please provide the annual rental summary.			
<b>Rates</b>	\$ _____	<b>Lawn Mowing / Rubbish Removal / Cleaning / Others</b>	\$ _____
<b>Insurance</b>	\$ _____	<b>Accountancy</b>	\$ _____
<b>Agents Commission</b>	\$ _____	<b>Stationery</b>	\$ _____
<b>Repairs &amp; Maintenance - Please attach invoices and receipts</b>			\$ _____
<b>Additions to Asset - Please attach invoices/receipts for over \$1,000</b>			\$ _____
<b>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!</b>			\$ _____
<b>Vehicle Mileage</b>			
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? _____			
<b>Was this property bought or sold in this financial year?</b> <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.			