



Rental Property Income Tax Return Checklist
Year-end 30 June 2009

Below is information required to complete tax returns for investment property clients				Please circle	
1.	Settlement Sheet	<p>This is provided by your Solicitor or Conveyancer on settlement of your property purchase. It will show the following:</p> <ul style="list-style-type: none"> • Purchase price and date of purchase • Adjustments for rates, strata fees and other tax deductible expenditure • The source of funding for the purchase 	Y	N	
2.	Bank Loan Statements	<p>Detailing initial drawdown for the property purchase (if new), interest paid and other charges, etc. for this financial year.</p> <p>Note: You may have more than 1 loan on the property (eg. A stand-alone mortgage for 80% of the purchase price and the balance from a line of credit account).</p>	Y	N	
3.	Agents Monthly Annual Statements and Summary	<p>This will show gross rent for the year and allowable deductions paid by the Agent on your behalf such as management fees, repairs, etc.</p>	Y	N	
4.	Additional expenses incurred	<p>Details of any additional expenses which you have paid directly and which are not included in the Agents summary (e.g. repairs, insurances, rates, strata levies, gardening costs and cleaning).</p>	Y	N	
5.	Improvements	<p>Details of any improvements to the property for depreciation purposes (e.g. furniture, white goods, curtains and blinds or structural additions such as pergolas).</p>	Y	N	
6.	Travelling expenses	<p>You are entitled to claim a tax deduction for motor vehicle expenses incurred in travelling to inspect and maintaining your investment property. Details of mileage incurred and any associated travel costs should be detailed in a diary and all receipts and invoices kept. This may include airfares, meals and accommodation, car hire, etc., in respect to interstate property.</p>	Y	N	
7.	Building and Depreciation Schedules	<p>You are entitled to claim a tax deduction for depreciation of fixtures and fittings (eg. floor coverings, curtains, blinds, etc.) and a tax deduction for the Building Allowance on the construction costs of a new investment property.</p> <p>Important Note: <i>It is essential you provide a Building Allowance and Depreciation Schedule prepared by a Quantity Surveyor specifically for your property detailing the claims to be made. This may be available directly from the developer. Alternatively, if necessary, we can refer you to a Quantity Surveyor. Obviously, it is preferable to obtain this from the developer whenever possible. Presently, the fees charged by a Quantity Surveyor for this service is around \$550.</i></p>	Y	N	

8.	Borrowing Costs	<p>You are entitled to claim a tax deduction for borrowing costs incurred in establishing or refinancing your investment loan on a pro-rata basis over a period of 5 years.</p> <p>Please provide the following information:</p> <ul style="list-style-type: none"> • Bank application fees paid • Stamp duty on loan contract • Bank legal fees and your legal fees paid in respect of the mortgage • Mortgage Insurance (if applicable) • Property Valuation fees • Mortgage Registration costs 	Y	N
9.	Insurances	<p>There are a range of insurances you may have on your investment property all of which are tax deductible:</p> <ul style="list-style-type: none"> • Building • Contents • Landlord Protection 	Y	N
10.	Other Deductions	<p>Other deductions can be discussed in detail during your tax interview. These may include:</p> <ul style="list-style-type: none"> • Telephone calls to your financial planner or property manager • Bank charges incurred on bank accounts used for transactions in relation to your investment property 	Y	N

Please note this checklist is prepared as a general guide only and your individual circumstances will be discussed at your meeting.

We look forward to assisting you in maximising the tax refund available to you on your rental property.

Please note: For any assistance in completing this checklist please do not hesitate to contact our office.

Level 1, 12-16 President Avenue Caringbah NSW 2229
 PO Box 869 Caringbah 1495
 PH 9531 0922 | FAX 9531 0899
www.wscaccountants.com.au