

Rental Property Schedule

Item 21 Rent | Positive or negative gearing

How to complete

Use one form per property. Enter amounts for the whole property (100%). Totals, net rent and gearing calculate automatically.

1. CLIENT

Client full name

Income year ending 30 June

Phone

Email

2. PROPERTY

Street address

Suburb

State

Postcode

Property type (house, unit, commercial, land)

Managing agent (if any)

3. OWNERSHIP

As shown on the title. Shares must total 100%.

Owner 1 name (this client)

Share %

Owner 2 name

Share %

Owner 3 name

Share %

Owner 4 name

Share %

Total shares

4. RENTAL PERIOD AND USE

Date first earned rent

Weeks rented this year

Weeks available for rent

Days of private use

Rented at full market rate?

☐

Yes

☐

No

Rented to a related party?

☐

Yes

☐

No

5. PURCHASE, SALE AND BUILDING

Date purchased

Purchase price (\$)

Stamp duty and legal costs (\$)

Construction completed

Depreciation (QS) report held?

☐

Yes

☐

No

Loan taken out or refinanced?

☐

Yes

☐

No

Property sold this year?

☐

Yes

☐

No

Sale date (if sold)

Sale price (\$)

Quantity surveyor name

6. INCOME

HEAD

WHAT TO INCLUDE

AMOUNT (100%)

Gross rent

Total rent received before agent fees, from the agent's annual statement.

\$

Other rental related income

Bond money kept, insurance for lost rent, letting fee reimbursements, rental incentives.

\$

Total income

\$

7. EXPENSES

HEAD	WHAT TO INCLUDE	AMOUNT (100%)
Advertising for tenants	Advertising to find tenants.	\$
Body corporate fees and charges	Admin and general fund levies. Special levies for capital works are not included.	\$
Borrowing expenses	Loan establishment, mortgage registration, valuation, LMI. Over \$100 is spread over 5 years or the loan term if shorter.	\$
Cleaning	While the property is rented or available for rent.	\$
Council rates	Council rate notices for the year.	\$
Capital allowances (depreciation on plant)	Per QS report. Second-hand plant in residential property bought after 9 May 2017 is generally excluded.	\$
Gardening / lawn mowing	Garden and lawn upkeep.	\$
Insurance	Building, contents and landlord insurance.	\$
Interest on loans	Rental loan only. Exclude any redraw used for private purposes.	\$
Land tax	State land tax assessment for this property.	\$
Legal fees	For example, evicting a tenant or recovering rent. Not purchase or sale legal fees.	\$
Pest control	Pest inspections and treatment.	\$
Property agent fees / commission	Management, letting and lease renewal fees.	\$
Repairs and maintenance	Restoring to original condition. Not improvements, or repairs to defects that existed at purchase.	\$
Capital works deductions	Building and structural costs, usually 2.5% a year, per QS report.	\$
Stationery, telephone and postage	Costs of managing the rental.	\$
Travel expenses	Residential property: generally not deductible from 1 July 2017.	\$
Water charges	Water and sewerage charges not recovered from the tenant.	\$
Sundry rental expenses	Smoke alarm service, bank fees, tax agent fee for the rental. List in Notes.	\$
Total expenses		\$

NET RENT

Total income less total expenses. Calculates automatically

☐ **Negatively geared (loss)**
☐ **Positively geared (profit)**

\$

8. NOTES

Sundry items, large repairs, anything unusual

9. LOANS

One line per loan, from the year-end loan statement

Lender	Acct (last 4)	Type (IO / P&I)	Balance 30 June (\$)	Interest charged (\$)	% for rental	Private redraw?

10. DOCUMENTS PROVIDED

Tick each document you are sending

- | | |
|--|---|
| ☐ Property manager annual statement | ☐ Loan statements (1 July to 30 June) |
| ☐ Loan settlement / refinance documents | ☐ Council rate notice(s) |
| ☐ Water rate notices | ☐ Land tax assessment |
| ☐ Insurance policy / renewal | ☐ Body corporate levy notices |
| ☐ Depreciation (QS) report | ☐ Repair and maintenance invoices |
| ☐ Purchase settlement statement | ☐ Sale contract and settlement statement |
| ☐ Lease / bond lodgement | ☐ Other receipts |

 Email this form with PDFs or photos of each document to zaki@taxtracker.com.au, or use the Excel version to embed files.

11. DECLARATION

I declare the information on this form is true and correct, and I hold records to support each amount.

Name	Signature	Date

General information only. This form collects information to prepare your tax return and does not take your personal circumstances into account. Deductions depend on the facts and records for each property, and all amounts are reviewed before lodgement. Keep records for 5 years from lodgement, and keep purchase and capital works records until 5 years after the property is sold.