

For the period 1 July 2024 to 30 June 2025:

Did you have a **rental property** during the year? Yes No

- address of property:

Date property was **purchased**: **Purchase cost**:

Number of weeks available for rent during the year:

Was the **property sold** during the year? Yes No

- date of sale:

If property was sold, please provide settlement statement for both purchase and disposal)

Do you have a **quantity surveyor report**? Yes No If yes, provide a copy.

Do you **share ownership** of the property? Yes No

- name and % ownership:

Income

Gross **rental income** earned for the year: \$

Other rental income received during the year: \$

Other rental income may include compensation for lost rent (insurance payments), rental bond money retained to cover outstanding rent or to cover damages sustained to the property, reimbursements and recoupments, such as tenant's reimbursements for cost of repairs to the property, government rebates for the purchase of a depreciating asset such as a solar hot water system, etc.

Expenses

Accounting fees: \$

Advertising costs: \$

Bank fees:												
<i>Bank fees paid for accounts used for collecting rent and paying outgoings.</i>												
Body corporate fees:	\$											
Borrowing expenses:	\$											
<i>Search fees, valuation fees, survey and registration fees, lender's mortgage insurance, etc.</i>												
Capital allowances:	\$											
<i>Annual write-off for the depreciation of the building and/or any structural improvements or additions. See depreciation schedule prepared by quantity surveyor.</i>												
Cleaning costs:	\$											
Council rates:	\$											
	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Depreciation of fixed assets:	\$											
<i>Carpets, blinds, hot water system, air conditioning, etc. See depreciation schedule prepared by quantity surveyor.</i>												
Electricity and gas costs:	\$											
<i>Electricity and gas expenses not paid for by the tenant.</i>												
Gardening and landscaping costs:	\$											
Insurance:	\$											
<i>Insurances may cover building, fire, burglary, public liability, landlord insurance, etc.</i>												
Interest paid on loan:	\$											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Land tax:	\$											
Lease preparation, registration, and stamping costs:	\$											
Legal costs:	\$											
<i>Recovering unpaid rent, seeking damages for breach of agency agreement, reviewing tenant credit worthiness, etc.</i>												
Pest control costs:	\$											
Property management fees / commission:	\$											
Quantity surveyor's fees:	\$											
Repairs and maintenance:	\$											
<i>Initial repairs will be considered capital improvements and written down over time.</i>												
Secretarial and bookkeeping fees:	\$											

Security monitoring costs:				\$
Stationery, telephone, and postage costs:				\$
<i>Stationery used to maintain your rental records. Telephone calls relating to property management – Keep a diary record of these to satisfy the ATO. Postage on documents relating to property management.</i>				
Water charges:				\$
Quarter 1	Quarter 2	Quarter 3	Quarter 4	

Did you purchase any assets for the property during the year?	Yes	No
• Date, description, and cost:		
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