Male&Co.
Accounting Services

RENTAL PROPERTY CHECKLIST

PROPERTY ADDRESS: _____

- ❒ Annual rental statement from real-estate agent
- ❒ Name of legal owner/s of rental property & percentage share held by each owner
- ❒ Investment expenses (Eg: bank fees, financial advisor fees, investment borrowings etc)
- ❒ Number of weeks property rented during financial year
- ❒ Gross rental income received including expense reimbursements e.g. water usage
- ❒ Total mortgage interest paid (Note: please advise if any drawdowns from the mortgage)
- ❒ Borrowing costs
- ❒ Council or shire rates
- ❒ Water rates & utilities
- ❒ Body corporate fees
- ❒ Cleaning & pest management
- ❒ Insurance
- ❒ Legal fees
- ❒ Repairs & maintenance
- ❒ Assets purchased e.g. dishwasher, curtains (date & description of items required)
- ❒ Postage, stationery & phone

NOTES: _____

Liability limited by a scheme approved under Professional Standards Legislation.

CPA

Male & Co. Accounting Services is a CPA Practice.