# Rental Property Tax Checklist

Please use this checklist to collect the documents we need. Tick off what you have, and let us know if you need help finding anything!

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## 1. Money Earned from the Property

- **Rent Statements**: From your agent or bank showing the rent you've received.
- **Lease Agreement(s)**: A copy of the agreement with your tenants.

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## 2. Agent Statement

- **Annual or Monthly Agent Statement**: A summary of income, expenses, and fees related to your property, provided by your real estate agent.

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## 3. Loan and Interest Payments

- **Loan Statements**: Showing how much interest you've paid this year.
- **Loan Setup or Borrowing Costs**: Any fees for setting up the loan, including Lenders Mortgage Insurance (LMI).

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## 4. Property Bills and Ongoing Costs

- **Council Rates**
- **Water Bills**
- **Insurance Policies**: Building or landlord insurance
- **Land Tax Statements**
- **Body Corporate Fees** (if the property is part of a complex)

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## 5. Repairs, Maintenance, and Upkeep

- **Gardening and Outdoor Maintenance**
  - Receipts for lawn care, gardening, or landscaping services.
- **Pest Control**

- ○ Receipts for pest treatments (e.g., termite or rodent control).
- **Repairs**
  - ○ Receipts for repairs (e.g., fixing appliances, plumbing, or electrical issues).
- **Big Improvements**
  - ○ Receipts for major improvements (e.g., new roof, kitchen renovation, bathroom renovations etc).
    *(These deductions may need to be spread out over several years.)*

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## 6. Agent and Advertising Costs

- **Agent Fees**: Statements showing any management fees charged by your real estate agent.
- **Advertising Costs**: Receipts for ads you paid for to find tenants.

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## 7. Legal Fees

- **Invoices for Legal Costs**: E.g., lease preparation or dispute resolution.

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## 8. Other Expenses

- **Office Supplies**: E.g., paper or folders for managing the property.
- **Travel Costs**: If you visited the property (e.g., fuel receipts).
- **Other Costs**: Any other property-related expenses (please include receipts).

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## 9. Depreciation Schedule (if available)

- **Depreciation Schedule**: If you have one, please attach it.