



REGISTERED TAX AGENTS
CALL TAXPRO NOW!!!

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Investment Property Owners

What to have ready when we prepare your taxes:

- Address of Property
- Date on which 1st rental income received
- Number of weeks in the tax year under review that the property earned rental income
- Ownership details
 - Name(s) of owner(s)
 - Percentage of ownership
- Income details and amounts
 - Rent received
 - Other receipts, eg. Recovery of disbursements (electricity, gas, water)
- Expenditure
 - Advertising for tenants
 - Body corporation fees
 - Borrowing costs – loan establishment fees
 - Cleaning
 - Council rates
 - Depreciation of fixtures & fittings
 - Gardening & lawn mowing
 - Insurance
 - Interest on loans
 - Land tax
 - Legal fees, including lease costs
 - Pest control
 - Property agent fees/commission, including inspection fees
 - Repairs & maintenance, as distinct from improvements
 - Capital works (2.5% on cost construction)
 - Stationary, telephone & postage
 - Water rates
 - Sundry expenses
 - Financial planners' fees
 - Bank fees
 - Quantity surveyor's fees
 - Anything else not listed

Review the checklist, sort relevant documents/ receipts, and keep them for at least five years