



Rental Documentation Checklist

For the period ending 30th June 2019

Taxpayer's name _____

Tax file number _____

Address of property _____

Please complete this checklist and retain the appropriate documentation. Please place a tick in the third column if you have sent us the record/s requested. Write 'N/A' if the item is not applicable.

Document Checklist	Did you check this record when preparing your return? Answer "yes" if you did. If not, tell us why.	✓
Purchase/sale contracts		
Rental income statements or Agent Summary of Income and Expenditure Statement		
Loan applications/mortgage documents		
Body Corporate fees and charges		
Quantity Surveyors fees to complete any depreciation schedules.		
Bank Statements including any interest amounts accumulated for the period and any bank charges		
Valuation for Building Write offs		
Invoices for repairs, assets purchased and other expenses		
Receipts etc. for items you claimed		
Rates notices		
Insurance Documents including policies covering building, home and contents or public liability		

Signed

Dated