

Name: _____

PROPERTY 1 Address: _____
Suburb: _____ State: _____ Post code: _____
Date property was acquired: _____ Acquisition cost: \$ _____
If property was sold during the year, date of sale: _____

PROPERTY 2 Address: _____
Suburb: _____ State: _____ Post code: _____
Date property was acquired: _____ Acquisition cost: \$ _____
If property was sold during the year, date of sale: _____

PROPERTY 3 Address: _____
Suburb: _____ State: _____ Post code: _____
Date property was acquired: _____ Acquisition cost: \$ _____
If property was sold during the year, date of sale: _____

NB: if rental property is sold, please contact our office for details of the information required.

INCOME

	PROPERTY 1	PROPERTY 2	PROPERTY 3
Rental Income			
Insurance Recoveries			
Other Rental Related Income			

EXPENSES

	PROPERTY 1	PROPERTY 2	PROPERTY 3
Advertising			
Body Corporate Fees & Charges			
Borrowing Expenses			
Building Write Off*			
Cleaning			
Council Rates			
Depreciation*			
Gardening / Lawn Mowing			
Insurance			
Interest on Loans			
Land Tax			
Legal Expenses			



EXPENSES

Pest Control			
Property Agents Fees/Commission			
Quantity Surveyor Fees			
Repairs & Maintenance			
Stationery, Telephone & Postage			
Stamp Duty (deductible only in Canberra')			
Travel/Inspection Expenses			
Water Charges			
Sundry Expenses (please provide details)			

* Will be calculated by Sky Accountants if we hold records

Capital Expenses over \$300

Please list items including purchase date and to which property these expenses apply:

SHARED OWNERSHIP

Where ownership of the property is shared, please advise of the percentage entitlement:

Name	Property 1 (%)	Property 2 (%)	Property 3 (%)

If new property, we require the following:

Statement of Adjustments on purchase	
Stamp Duty cost	Loan Establishment and other costs
Registration of Title Costs	Loan Statements
Legal fees on Purchase	Quantity Surveyor Report or List of Depreciable Assets

Thank you for completing our checklist. We will prepare your tax return based on the information you have provided to us. Upon receiving your information, we will contact you to discuss your tax return and to seek further information if necessary. Please send your information to us via any of the following methods

Sunbury Office

(03) 9744 4522
 sunbury@skyacc.com.au
 PO Box 222
 SUNBURY VIC 3429

Ballarat Office

1300 328 855
 ballarat@skyacc.com.au
 PO Box 2234
 BAKERY HILL VIC 3354

