

Financial Year: _____

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 ¹)			
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:

Settlement Statement & Statement of Adjustments on purchase	Loan Statements showing initial property drawdown
Details of pest & building inspections undertaken (if relevant)	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

Gisborne Office

(03) 5428 1400
gisborne@skyacc.com.au
PO Box 270, Gisborne
VIC 3437

Ballarat Office

03 5332 8855
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