



CLIENT NAME:		CLIENT SIGNATURE:	X
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PROPERTY DETAILS			
Address of Rental Property:			
Date Property Purchased:		Date Property First Earned Rental Income:	
Number of Weeks Available For Rent:		Date Property Built:	
Ownership Details:	<input type="checkbox"/> In Your Name <input type="checkbox"/> In Joint Names (please supply details)		

INCOME	
Gross Rent:	\$
Other Rental Income:	\$

EXPENSES			
Advertising for Tenants:	\$	Interest:	\$
Bank Charges:	\$	Land Tax:	\$
Borrowing Expenses:	\$	Legal Fees:	\$
Building W/off:	\$	Pest Control:	\$
Body Corporate Fees:	\$	Property Management Fees/Commission:	\$
Cleaning:	\$	Repairs & Maintenance:	\$
Council Rates:	\$	Stationery, Telephone & Postage:	\$
Depreciation:	\$	Travel:	\$
Gardening / Lawn mowing:	\$	Water Charges:	\$
Insurance:	\$	Other: _____	\$

DEPRECIABLE ITEMS		
ITEM	DATE PURCHASED	COST
		\$
		\$
		\$

PURCHASE/SALE DETAILS (IF APPLICABLE)		
	DATE	COST
		\$
		\$

- Provide the following documents (if applicable)**
- Purchase settlement statement, stamp duty and conveyancing/legal fees
 - Sale settlement statement, commission on sale and conveyancing/legal fees
 - Loan statements including refinance details.
 - Quantity Surveyors Report, and cost for preparing report.