

Rental Property Information

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.