

BlueSky Accounting
Suite 111/838 Collins Street
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RENTAL PROPERTY TAX RETURN CHECKLIST

Please complete all items in the required field(s), save to your local drive and email the document(s) and any attachment(s) to our office.

CLIENT DETAILS

Income Year Ended:		Date Property was acquired:	
Address of	f Property:		
	-	Postcode:	
Number o	f weeks prop	perty rented:	
Date prop	erty first ear	ned rental income:	
Is this prop	erty register	red for GST? Yes No	
Provided	N/A	If property was purchased in current financial year, please provide:	
		Copy of contract of sale (on purchase)	
		Copy of statement adjustments (if applicable)	
		Copy of conveyancing statement	
		If property was sold in the current financial year, please provide:	
		Copy of contract of sale	
		Copy of any legal fees incurred in sale of property	
		Copy of loan statement(s) confirming closure of account(s)	
		If property is managed by Estate Agents, please provide:	
		Annual Rental Property Statement from Estate Agent	
		Copy of all investment loan statement(s) for the income year	
		Copy of Property Tax Depreciation report (i.e. from BMT, Napier + Blakeley)	
		Summary of out of pocket rental expenses paid for, in addition to those included within	



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RENTAL PROPERTY TAX RETURN CHECKLIST CONTINUED

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If property is managed independently, please complete the following section

INCOME	
Rental Income:	\$

EXPENSES

Misc Income:

ADVERTISING FOR TENANTS	\$
BODY CORPORATE FEES:	\$
CLEANING:	\$
COUNCIL RATES:	\$
GARDENING / LAWN MOWING:	\$
INSURANCE:	\$
LEGAL FEES:	\$
PEST CONTROL:	\$
AGENTS FEES / COMMISSIONS:	\$
REPAIRS & MAINTENANCE:	\$
STATIONERY / TELEPHONE / POSTAGE:	\$
WATER RATES:	\$

OTHER EXPENSES Enter description and costs below

DESCRIPTION	COSTS	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	