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**RENTAL PROPERTY CHECKLIST**

**Financial Year : 1 APRIL 2016 to 31 MARCH 2017**

<b>Property owned By :</b>		<b>Phone (day):</b>	
		<b>Phone(evening):</b>	
<b>Owners Address:</b>		<b>Email:</b>	

**Please ensure you complete and sign this form and include it with your records**

**We will be unable to start your work without receiving the checklist completed. Therefore to avoid delays it is essential to complete, sign and return this checklist with your records**

**IMPORTANT NOTE: Please complete a separate Checklist for each rental property.**

- Address of rental property: 
 .....  
 .....  
 .....
  
- If rental property is managed, please supply management report for year ended 31 March 2017
- What was the total rental income received for the period 1 April 2016 to 31 March 2017 \$
- Total interest paid on rental property mortgage/s (attach loan statements) \$
- Total rates and water rates paid on the rental property (attach copies of rate demands) \$
- House insurance paid: \$
- Details of repairs: \$

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▪ Any other rental property related expenses incurred :

