



TAX TIME CHECKLIST

INVESTMENT PROPERTY

INCOME

- ✓ If rented through a Real Estate please provide Annual Real Estate Statement
- ✓ If you manage the property yourself - please provide details of total rent received
- ✓ Provide details of any other income received (e.g. Insurance Claims or Reimbursement of expenses by tenant for excess water, etc.)

EXPENSES & DOCUMENTS REQUIRED

All expense information will require a Tax Invoice or Real Estate Annual Statement

- ✓ Cleaning
- ✓ Computer Usage - Cost and purchase date of computer if newly acquired and log of rental related usage
- ✓ Council Rates - Rates Notices
- ✓ Gardening/Lawn Mowing
- ✓ Improvements & Assets - Tax Invoices with detail of work completed

EXPENSES & DOCUMENTS REQUIRED CONT.

- ✓ Insurance - Insurance Policy and Tax Invoice
- ✓ Interest on Loans - Loan Statements
- ✓ Land Tax - Land Tax Notices (For capital recording purposes only)
- ✓ Legal Fees - Tax Invoices must relate to rental issues
- ✓ Property Management Fees - Real Estate Annual Statement
- ✓ Repairs & Maintenance
- ✓ Stationary and Postage
- ✓ Water Charges - Water Rates Invoices / Charges.
- ✓ Advertising for Tenants
- ✓ Bank Fees - Bank statement from rental account or loan account
- ✓ Body Corporate Fees - Body Corporate Notices



ADDITIONAL INFORMATION REQUIRED IF...

New property bought this year...

Purchase Contracts, Building Contracts and Settlement Statement

Bank Loan Contracts and Statement of Disbursement of Fund

Tax Invoices for Stamp Duty, pre-purchase inspections

Property Depreciation Schedule from Quantity Surveyor

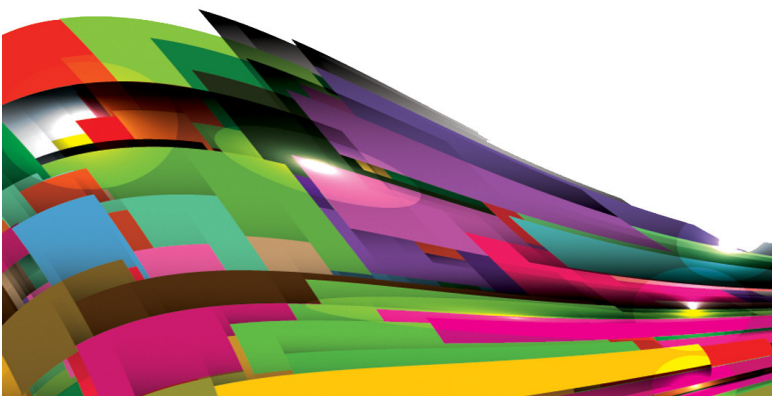
It's your first year with Wardles...

Copy of previous years Income Tax Return – complete with Rental Schedules and Depreciation Schedules

Property sold during the year...

Purchase information as noted above (if these details are not already held by our office)

Sale contract and settlement statement, Tax Invoice for Commissions paid, legal fees and any other selling costs.



GOT EVERYTHING?
**Book your
appointment online**

wardleaccountants.com/MYTAX

ENSURE YOU ARE MAXIMISING THE TAXATION BENEFITS FROM YOUR INVESTMENT PROPERTY...

Did you know that you can save thousands of dollars in Tax simply by obtaining a Tax Depreciation Report for your investment property from a Qualified Quantity Surveyor - ask us how!

Did you know that investment property borrowing costs such as mortgage insurance and loan establishment fees are Tax Deductible over a five-year period?

Don't miss out! If your mortgage has not been correctly structured by an investment property focused mortgage broker you could be missing out on the benefit of significant loan interest tax deductions.

Warning - should you decide to sell your investment property within 12 months of purchase you will not benefit from the 50% Capital Gains Tax discount!

Stop! Before you purchase your investment property, be aware of the different structures, names or ownership percentages in which your investment property can be purchased to Protect your Investment and Maximise your Taxation Benefits