

RENTAL PROPERTY DOCUMENT CHECKLIST



RESET FORM

CLIENT NAME

PHONE

PROPERTY ADDRESS

OWNERSHIP:

AT

AT

This Property is

Sold on

If sold, please provide the purchase details

Client Comments

Purchased on

Rented for

weeks

Please provide the document listed below:

Property Sold/Purchased:

Offer and Acceptance

Settlement Statement

Bank Loan Offer (incl. setup cost & interest rates)

Rental Property:

Annual rental statement from your property manager / real estate agency

Loan bank statements (if refinance please provide new loan statement as well as disbursement statement of previous loan)

Land tax/ Water rates/ Council Rates

Strata Fees

Depreciation Report

Utilities (Water usage/ Gas & Electricity if not paid by tenant)

Insurance both building and land lord

Advertisement cost for new tenants and possible legal costs

Capital improvements (such as carpets, air conditioners, major improvements)

Repairs & Maintenance costs such as:

Gardening expenses

Cleaning

Pest Control

Small general repairs & maintenance costs

Postage /Stationery /Telephone

Please attached this list to the copies of your documents that you forward to us:

Please don't forward originals by mail

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