

# Selling a Rental Property?

## Client Handout

### DOCUMENTS I MAY NEED:

- Offer & Acceptance Document
- Settlement statement
- Depreciation Schedule (if not already on file)

### I built the property –

- Building contracts
- Settlement statement

### I have purchased –

- Offer and acceptance document
- Settlement statement

### Income Producing Property –

- A market valuation of the property as at date first income producing

Date from \_\_\_\_\_ Date to \_\_\_\_\_

Purpose \_\_\_\_\_

Percentage of use \_\_\_\_\_

Date from \_\_\_\_\_ Date to \_\_\_\_\_

Purpose \_\_\_\_\_

Percentage of use \_\_\_\_\_

### Any Expenses not already deemed as a rental or business expense –

- |                                    |  |
|------------------------------------|--|
| ➤ Mortgage statements              | ➤ Details of plans and or improvements dates and amounts |
| ➤ Council rates                    | ➤ Cleaning expenses                                      |
| ➤ Insurance renewal notices        | ➤ Gardening/lawn mowing                                  |
| ➤ Water rates                      | ➤ Pest Control   |
| ➤ Land tax notice                  | ➤ Expenses/cost relating to the rented property          |
| ➤ Repairs and maintenance receipts |  |

