

# Own a Rental Property?

## Client Handout



### DOCUMENTS I MAY NEED:

#### I am building –

- Building contracts
- Land offer and acceptance
- Settlement statement
- Loan offer documents
- Mortgage statements

#### I have purchased –

- Offer and acceptance document
- Settlement statement
- Loan offer documents
- Mortgage statements
- A professionally prepared depreciation schedule

#### I have started renting out my own home –

- Date first available for rent
- New insurance contract (landlords)
- A professionally prepared depreciation schedule (optional).
- A market valuation of the property as at date first income producing for future CGT calculation.

#### Once I am renting –

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