

Rental Property Worksheet



Name of Legal Owner/s:	
Property Address	
Suburb	
State	
Postcode	
Date Property Purchased	
Date First earned rental Income	
No of Weeks Available for Rent	

Rental Income Section	
Rental Income	
Other Rental Income	

Rental Expenses	
Advertising for tenants	
Bank Fees	
Body Corporate Fees	
Borrowing costs	
Cleaning & Rubbish Removal	
Council rates	
Depreciation	
Gardening & Lawn Mowing	
Insurance- Building	
Insurance- landlords	
Interest on Loan	
Land Tax	
Legal expenses	
Pest control	
Property Agents fees	
Stationery & Postage	
Telephone	% personal use
Water Rates	
Sundry Expenses	

Repairs & Maintenance (not improvements)	Date	Cost

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COOPER'S
ACCOUNTING

NEW Assets (capital expenses over \$300)	Date	Cost

Other Rental Property Expenses	Date	Cost

Please Supply the following if applicable

- ❖ Real Estate Annual Statement
- ❖ Bank statements
- ❖ Receipts for expenses
- ❖ Quantity Surveyors reports for depreciation (if applicable)
- ❖ **New Clients** last years tax return for depreciation & Losses

If New Rental purchases

- ❖ Purchase Contracts & all legal documents
- ❖ Stamp duty
- ❖ Conveyancing fees
- ❖ Legal fees
- ❖ Other expenses on purchase

If SOLD Rental Property

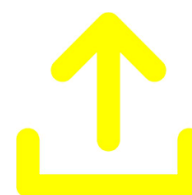
- ❖ Purchase Contracts & all legal documents on purchase
- ❖ Sale Contracts & all legal documents on sale
- ❖ Receipts for expenses
- ❖ Quantity Surveyors reports for depreciation (if applicable)
- ❖ Conveyancing fees
- ❖ Legal fees
- ❖ Other Expenses on Sale & Purchases



NOT SURE ABOUT
SOMETHING?

Contact us directly
from our website [here](#)

KEEP TRACK OF
YOUR RECEIPTS



TAKE A PHOTO OF
RECEIPTS AND TAX
DOCUMENTS AND
UPLOAD THEM
DIRECTLY TO US [HERE](#)

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