

# Rental Property Worksheet



**COOPER'S**  
ACCOUNTING

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

<b>Rental Income Section</b>	
Rental Income	
Other Rental Income	

<b>Rental Expenses</b>	
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	
Water Rates	
Sundry Expenses	

<b>Repairs &amp; Maintenance ( not improvements)</b>	<b>Date</b>	<b>Cost</b>

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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

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