

Rental Property

Schedule



Worksheet: Investment property schedule

Please use one of these schedules
per investment property

Percentage ownership:

First rented

Weeks Available for rent in
the financial year:

Income	Document reference	Amount
Please enter the income received during the financial year		
Expense Description	Date incurred/Notes/Loan account numbers/Invoice reference	Amount
Advertising for tenants		
Body corporate fees		
Borrowing expenses		
Cleaning		
Council Rates		
Depreciation Transferred		
Gardening and Lawn Mowing costs		
Insurance		
Interest on loans		
Land Tax		
Property Agent Fees/commission		
Repairs and maintenance		
Stationery, telephone and postage		
Travel costs of inspection		
Water charges		
Other		
Other		

Any queries or questions? Please call 9693 5000

Please attach all receipts and invoices detailing deductions

We also need details of any new capital equipment purchased during the financial year for the investment/rental property – the item purchased; date purchased and cost is required.

Capital equipment purchased

Date of purchase	Description of item	Cost

Capital gains and losses made during the financial year:

When you sell an asset you need to calculate the capital gain or loss. For each asset you have sold please detail the following: (assets like shares or investment property for example)

Description and name of the asset	
Date of purchase – contract date	
Date of sale – contract date of sale	
All purchase and sale related documents provided?	

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