

SARGENT, McCLEAY & FRY
 CHARTERED ACCOUNTANTS

Rental Property Worksheet

Taxpayer's name _____
 Tax file number _____
 Address of property _____

Date that first income producing: _____ / _____ / _____

Number of weeks property rented: _____ weeks

Was there any private use of the property? **YES/NO**

If **yes**, what percentage was the private use throughout the year of income: _____ %

Note: The ATO will generally calculate the percentage as follows: $\frac{\text{Days available for private use}}{365}$

**Do you have copies of receipts, notices, bank statements, real estate agent summaries, etc.
 for the following rental income and rental expense items?**

Income

Gross rental income	Yes / No	Other rental-related income	Yes / No
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Expenses

Advertising for Tenants	Yes / No	Bank Charges	Yes / No
Body Corporate Fees	Yes / No	Borrowing Expenses	Yes / No
Cleaning	Yes / No	Council Rates	Yes / No
Depreciation	Yes / No	Gardening / Lawn Mowing	Yes / No
Insurance	Yes / No	Interest on Loans	Yes / No
Land Tax	Yes / No	Legal Fees	Yes / No
Pest Control	Yes / No	Property Agent Fees	Yes / No
Repairs & Maintenance	Yes / No	Special Building Write-Off	Yes / No
Stationery, Postage	Yes / No	Travel Expenses	Yes / No
Water Charges	Yes / No	Yes / No
.....	Yes / No	Yes / No