

Peregian Accounting Services

Rental Property Schedule

Unsure about something? Give us a call on 5448 1218

and we will help you correctly allocate the expense.

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Gross Rent													\$-
Advertising													\$-
Body Corp Fees													\$-
Bookkeeping													\$-
Borrowing Costs													\$-
Capital Acquisitions (advise what)													\$-
Capital Disposals (advise what)													\$-
Cleaning													\$-
Council Rates													\$-
Electricity													\$-
Gardening													\$-
Inspect - Travel Costs													\$-
Insurance													\$-
Interest on Loans													\$-
Land Tax													\$-
Legal Fees													\$-
Pest Control													\$-
Property Agent Fees													\$-
R&M - Building & Grounds													\$-
R&M - Equipment													\$-
Stationery/Phone													\$-
Tax Advice & Preparation													\$-
Valuation Fees													\$-
Water Charges													\$-

*Please ensure that this is correctly completed as we will use this information as the basis for preparation of your tax return. You must keep all records for at least five years after lodgement of your return.

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Enter the full gross amount of rent received for the month (including Property Agent Fees/ Commission; that is, not necessarily the amount on the cheque you receive which is net of expenses).

Enter all expenses incurred in the month.

You must keep copies of all tax invoices claimed for a minimum of five years. Invoices for depreciable or capital assets must be kept for seven years after the asset disposal.

Please provide copies of all documentation regarding capital acquisition and capital disposals. Note that these documents must be kept for a period of seven years after the disposal of the property.

Other documents to keep & and give us copies of:

Contract of Purchase

Bank information re borrowing costs

All Loan bank statements

All Settlement statements

All invoices for legal fees, building/pest inspections and any other purchase related costs

Quantity Survey

Valuations