**GLENN PANNAM ACCOUNTING**

**RENTAL PROPERTY INFORMATION**

Please email, fax or post this form back to our office **PRIOR** to your appointment:

**TO:** GLENN PANNAM ACCOUNTING **Phone:** 03-92581611

**ATTENTION: EMAIL:** [bill@dblegal.com.au](mailto:bill@dblegal.com.au) [glenn@dblegal.com.au](mailto:glenn@dblegal.com.au)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLIENT NAME:** |  | | | | | **CLIENT SIGNATURE:** | | |  | | | | |
| **Tax File Number** |  | | | | | **Date of Birth** | | |  | | | | |
| **Ownership %** |  | | | | | **Ownership %** | | |  | | | | |
| **PROPERTY DETAILS** | | | | | | | | | | | | | |
| **Address of Rental Property:** | | |  | | | | | | | | | | |
|  | | | | | | | | | | |
| **Date Property Purchased:** | | |  | | | **Date Property First**  **Earned Rental Income:** | | | |  | | | |
| **Number of Weeks**  **Available For Rent:** | | |  | | | **Date Property Built:** | | | |  | | | |
| **Ownership Details:** □ **In Your Name** □ **In Joint Names** (please supply details) | | | | | | | | | | | | | |
| **INCOME – 1 July 2019 to 30 June 2020** | | | | | | | | | | | | | |
| **Gross rent:** | | | | **$** | | | | | | | | | |
| **Other Rental Income:** | | | | $ | | | | | | | | | |
| **PROPERTY DETAILS – 1 July 2019 to 30 June 2020** | | | | | | | | | | | | | |
| **Advertising for Tenants:** | | $ | | | **Body Corporate Fees:** | | | | | | | | $ |
| **Borrowing Expenses:** | | **$** | | | **Cleaning:** | | | | | | | | $ |
| **Council Rates:** | | $ | | | **Gardening/ Lawn mowing:** | | | | | | | | $ |
| **Insurance:** | | $ | | | **Interest on Mortgage:** | | | | | | | | $ |
| **Land Tax:** | | $ | | | **Legal Fees:** | | | | | | | | $ |
| **Pest Control:** | | $ | | | **Property Management Fees/ Commission:** | | | | | | | | $ |
| **Repairs & Maintenance:** | | $ | | | **Stationery, Telephone & Postage:** | | | | | | | | $ |
|  | |  | | | **Water Charges:** | | | | | | | | $ |
| **Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | $ | | | **Other:­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | $ |
| **DEPRECIABLE Schedule/ITEMS – 1 July 2019 to 30 June 2020** | | | | | | | | | | | | | |
| **ITEM** | | | | | | | | **DATE PURCHASED** | | | | **COST** | |
|  | | | | | | | |  | | | | **$** | |
|  | | | | | | | |  | | | | **$** | |
|  | | | | | | | |  | | | | **$** | |
|  | | | | | | | |  | | | | **$** | |
|  | | | | | | | |  | | | |  | |
| **IMPROVEMENTS/ CONSTRUCTION COSTS – 1 July 2019 to 30 June 2020** | | | | | | | | | | | | | |
| **Please email, fax or post to our office a copy of your tax depreciation schedule prepared by a third party (if you haven’t already)** | | | | | | | | | | | | | |
| **ITEM** | | | | | | | **DATE** | | | | **COST** | | |
|  | | | | | | |  | | | | **$** | | |
|  | | | | | | |  | | | | **$** | | |
|  | | | | | | |  | | | | **$** | | |