

Documentation checklist

Taxpayer's name _____

Tax file number _____

Address of property _____

You need to complete this checklist and retain the appropriate documentation. Please place a tick in the third column if you have sent us the record/s requested. Write 'N/A' if the item is not applicable.

Document Checklist	Did you check this record when preparing your return? Answer "yes" if you did. If not, tell us why.	✓
Title deed or similar record		
Purchase/sale contracts		
Quotations/invoices etc. for repairs		
Log book/diary records for car expenses		
Rates notices		
Travel diary records		
Tenancy agreements		
Bond retention amounts		
Rental income statements		
Receipts etc. for items you claimed		
Rental agency agreements/statements		
Bank statements and cheque butts		
Loan applications/mortgage documents		
Building write-off documentation		
Valuations for building write-off		

Signed

Dated