

Rental property 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.

| Title deed or similar record | | |
|---|--|--|
| Purchase/sale contracts | | |
| Quotations/invoices etc. for repairs | | |
| Log book/diary records for car expenses | | |
| Rates notices | | |
| 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