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.*

|  |  |  |
| --- | --- | --- |
| 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 |  |  |
| 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**