

FOR EACH RENTAL PROPERTY

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| * Date the Property was Purchased and the Cost (Inc Stamp Duty & Legal Fees) | <input type="checkbox"/> Check Box |
| * Date Property was first Available for Rent | <input type="checkbox"/> Check Box |
| * Property Agent's Annual Financial Year Summary (Should Include) | <input type="checkbox"/> Check Box |
| - Rent Received | |
| - Commissions Paid to Agent | |
| - Postage & Petties | |
| - Repairs & Maintenance | |
| - Pest Control | |
| - Advertising | |
| - Lawn Maintenance | |
| * Rates paid | <input type="checkbox"/> Check Box |
| * Body Corporate Fees paid | <input type="checkbox"/> Check Box |
| * Insurance paid | <input type="checkbox"/> Check Box |
| * Interest and Charges paid on Bank Loan (Full Year of Statements) | <input type="checkbox"/> Check Box |
| * Please provide Statements & details relating to any of the below transactions | <input type="checkbox"/> Check Box |
| * Refinancing details (Closure of old Loan / Establishment of New) | |
| * Drawdown details (purpose of Re-draw) | |
| * Loan Establishment Fees (inc Bank Fees / Mortgage Insurance) | |
| * Land Tax paid | <input type="checkbox"/> Check Box |
| * Legal Fees paid (ie: Only fees incurred in management of property) | <input type="checkbox"/> Check Box |
| * Stationary/ Telephone/ Postage expenses | <input type="checkbox"/> Check Box |
| * Date and Cost of any Furniture & Fittings Purchased (ie: Air-conditioners etc) | <input type="checkbox"/> Check Box |
| * Date and Cost of any renovations completed (ie: New Shed/ Driveway/ Roof) | <input type="checkbox"/> Check Box |
| * Quantity Surveyor Report (for Properties Built after 1985) | <input type="checkbox"/> Check Box |
| * Travel Expenses (ie: Km's travelled in Vehicle to carry out repairs etc) | <input type="checkbox"/> Check Box |
| * Water Rates paid | <input type="checkbox"/> Check Box |