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# G. E. HEWITT & CO.

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CERTIFIED PRACTISING ACCOUNTANTS

## Rental Property Information Required Schedule

### Property Details

<b>Street Address</b>	
<b>Town/Suburb</b>	
<b>State</b>	
<b>Postcode</b>	

<b>Property Owner Name</b>	<b>Percentage Owned (%)</b>

### Income & Expenses

<b>INCOME</b>	<b>\$</b>	<b>Additional Information</b>
Rental Income		Please attach property agent's statement/Other income statements.
<b>EXPENSES</b>	<b>\$</b>	<b>Additional Information</b>
Advertising		
Body Corporate		
Borrowing Fees		
Cleaning		
Council Rates		
Gardening		
Insurance		
Loan Interest		Please attach loan statements
Land Tax		Please attach Land Tax statement.
Legal Fees		
Pest Control		
Property Agent Fees		Please attach property agent's statement.
Repairs & Maintenance	<b>See below.</b>	Please complete separate table below.
Water Charges		
Other Expenses	<b>See below.</b>	Please complete separate table below.

*Please remember to attach all relevant statements/documentation relating to these income and expense items.*

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## Repairs & Maintenance/Improvement Costs

If you incurred any repairs or renovation expenses during the year, please complete the following table.

Description	Date	Amount

## Other Expenses

Please detail any other expenses incurred in relation to the property during the year.

Description	Date	Amount

## Other required information

How many weeks during the year was the property *available* to rent?

How many weeks during the year was the property *actually* rented?

Did you use the property for private use during the year? If yes, please provide details.

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## If this is the first time G.E.Hewitt & Co. is preparing the rental schedule for this property:

What was the Purchase date? (i.e. contract signing date).

What was the Purchase price?

If the rental property was constructed after June 1985, have you acquired a Quantity Surveyors (QS) report?

If YES, forward the QS report with this rental schedule checklist. If NO, contact our office to discuss if it is worthwhile for you to pay for a QS report.