

**2018 Rental Checklist**

**Client Name:** \_\_\_\_\_

(Address of property) \_\_\_\_\_

RENTAL INCOME \$ \_\_\_\_\_

EXPENSES

- 1. Accounting \_\_\_\_\_
- 2. Advertising \_\_\_\_\_
- 3. Bank Charges (include loan application fees) \_\_\_\_\_
- 4. Insurance \_\_\_\_\_
- 5. Interest Cost (exclude principal content of loan payment) \_\_\_\_\_
- 6. Land Lease \_\_\_\_\_
- 7. Legal Expenses – attach details \_\_\_\_\_
- 8. Mileage Claim – Kilometres \_\_\_\_\_
- 9. Power (if landlord pays power) \_\_\_\_\_
- 10. Property Management Fees \_\_\_\_\_
- 11. Rates
  - City Council \_\_\_\_\_
  - Regional Rates \_\_\_\_\_
- 12. Repairs and Maintenance (provide details on reverse) \_\_\_\_\_
- 13. Sundry Expenses (provide details on reverse) \_\_\_\_\_

***If this is the first year you have owned a property please also provide:-***

- 1. Cost of property \_\_\_\_\_
- 2. Type of materials of building construction, e.g. brick, wood etc. \_\_\_\_\_
- 3. Number of month's property has been let \_\_\_\_\_
- 4. Latest Government Valuation
  - Land \_\_\_\_\_
  - Buildings \_\_\_\_\_
  - Total \_\_\_\_\_
  - Date valuation \_\_\_\_\_
- 5. Copy of solicitors settlement statement with purchase details \_\_\_\_\_