

2024 Short Term Accommodation (Air BnB) Checklist

Client Name: _____

Address of Property: _____

Purchase Date: _____ Sold Date: _____

Which of these scenarios applies to the property?

- ☐ The property is our family home that we only rent out part of.
- ☐ The property is our family home that we vacate completely when it is rented.
- ☐ The property is owned by a trust.
- ☐ The property is a bach that is used personally, rented, and vacant for more than 62 days a year.
- ☐ The property is only used for Short Term Accommodation purposes.

Depending on your situation we may need to calculate the percentage to apply to costs that apply to both business activity and personal use, please provide the following:

Area of Full Property _____ m2

Areas Exclusively for Customer _____ m2

Areas of Shared Living i.e Kitchen/Bathroom _____ m2

If you vacate the property for the occupied nights, or the property is only used for Short Term Accommodation and therefore the customer has access to 100% of the property, you do not need provide these measurements.

RENTAL INCOME	<u>TOTAL FOR YEAR</u>	\$ _____
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Nights Available for Rent _____	Occupied Nights _____
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100% DEDUCTIBLE EXPENSES – items that relate solely to the rental activity
(please include all receipts & workings)

- | | | |
|----|-----------------------|----------|
| 1. | Accounting Fees | \$ _____ |
| 2. | Advertising (to rent) | \$ _____ |
| 3. | Bank Charges | \$ _____ |
| 4. | Body Corp Fees | \$ _____ |
| 5. | Cleaning | \$ _____ |
| 6. | Commissions & Fees | \$ _____ |
| 7. | Food & Consumables | \$ _____ |
| 8. | Linen, Towels etc. | \$ _____ |

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|-----|---|-----------|
| 9. | Mileage Claim
(kilometres travelled for inspections/property business) | _____ kms |
| 10. | Minor Assets (cost less than \$1,000) | \$ _____ |
| 11. | Repairs & Maintenance | \$ _____ |
| 12. | Sundry Expenses e.g. Valuation (provide details on reverse) | \$ _____ |
| 13. | Assets purchased – please provide copies of all invoices. | \$ _____ |

PARTIALLY DEDUCTIBLE EXPENSES (Unless property is only used for short term accommodation)

- | | | |
|----|--|----------|
| 1. | Insurance (Home & Contents) | \$ _____ |
| 2. | Internet | \$ _____ |
| 3. | Land Lease | \$ _____ |
| 4. | Mortgage Interest (exclude principal content of loan payments) | \$ _____ |
| 5. | Power/Gas | \$ _____ |
| 6. | Rates | \$ _____ |
| | - City Council | \$ _____ |
| | - Regional Rates | \$ _____ |
| | - Water Rates | \$ _____ |
| 7. | Repairs & Maintenance (provide details on reverse) | \$ _____ |