



Rental Properties EOFY Annual Accounts

This checklist outlines the information we need to complete your rental property annual financial statements and income tax returns. Please include it with your documents so we can work through everything efficiently. If you're unsure what applies to your property or don't have something on hand, just let us know – we'll help you sort it.

Client Name:

Property Location:

Rent received from 1 April to 31 March: \$

Expenses Paid

From 1 April to 31 March (either summarise them or we can work off your bank statements and invoices)

Agents fees & payment slips: \$

Annual rates amount (Attach copy of a rates statement): \$

Annual house & contents insurance paid: \$

Interest paid on mortgage: \$

Land lease payments: \$

Repairs, alterations & maintenance (Please provide details of what was done) \$

Mileage - how many kms (average per month to check on property) \$

Purchase price of property if new (Include Sale & Purchase Agreement) \$

Taxation Details

Please provide...

	Yes	N/A
Annual interest or dividends received slips (please attach)	<input type="checkbox"/>	<input type="checkbox"/>
Receipts for donations (please attach)	<input type="checkbox"/>	<input type="checkbox"/>
Do you qualify or are you registered for Working for Families?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold any crypto assets? (Please provide a report)	<input type="checkbox"/>	<input type="checkbox"/>

EOFY Annual Accounts: Rental Properties

Additional information to support your return

Accounting records

Please gather your rental property information for the financial year **1 April to 31 March**, including:

- Rental property bank statements
- Rental income received
- Receipts and invoices
- Loan documents and loan statements
- Legal documents
- Property management statements
- Body corporate invoices
- Mileage travelled for the property
- Home office costs, where applicable

Keeping everything together will make preparing your annual accounts quicker and easier. This includes rates, insurance, repairs and maintenance, agent statements, land lease costs, and loan bank statements.

Home office costs

If you manage your rental property from home, you may be able to claim a portion of:

- Phone and internet
- Power
- Rates or rent
- Insurance
- Mortgage interest

Let us know if this applies to you and we can help calculate what's reasonable to claim.

Income tax returns

There are a few personal tax items that often arrive around April. If relevant, please include:

- Interest and dividend certificates from banks or investment providers
- Donation receipts for tax rebate claims
- Mortgage interest summaries (used for home office calculations)
- Details of any overseas income, such as interest, pensions, or trust distributions

We can obtain your wages and salary information directly from Inland Revenue, so you don't need to provide this.

Rental property tax-saving tips

What you may be able to claim

If you have receipts or invoices for any of the following, please include them with your records. We'll review and include what's claimable to help reduce your tax:

- Accounting fees
- Advertising
- Agent's fees and commission
- Bank fees
- Books
- Couriers
- Educational courses
- Insurance
- Interest (limitations apply)
- Land lease costs
- Legal fees
- Loan fees
- Rates
- Repairs and maintenance
- Stamps and stationery
- Subscriptions to property investment publications
- Telephone and internet
- Travel and accommodation (for out-of-town properties or courses)
- Valuations
- Vehicle mileage

As a guide, every \$1 of deductible expense can save up to 39 cents in tax. A simple test to help decide whether something may be claimable: Is this for my rental property or for personal use? If you're unsure, just ask. We're happy to help.