

ROSS G MILLAR LIMITED
2014 CHECKLIST - RENTAL

PLEASE COMPLETE, SIGN AND RETURN TO OUR OFFICE.

You are required to complete a separate form for each rental property owned.

Owner's Name:

Signature: Date:

Address: Email:

❖ Address of rental property:

❖ Period available for rent from: to:

If not rented all year, please state why -

RENTAL INCOME & EXPENSES

Rental Income Received: \$

Rental Expenses:

| | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| ❖ Accountancy Fees | \$ <input type="text"/> | ❖ Stationery | \$ <input type="text"/> |
| ❖ Mortgage Interest Paid | \$ <input type="text"/> | ❖ Telephone and Internet | \$ <input type="text"/> |
| ❖ Advertising (to rent) | \$ <input type="text"/> | ❖ Valuation Fees | \$ <input type="text"/> |
| ❖ Rates | \$ <input type="text"/> | ❖ Management Fees | \$ <input type="text"/> |
| ❖ Bank Fees | \$ <input type="text"/> | ❖ Legal Fees | \$ <input type="text"/> |
| ❖ Insurance | \$ <input type="text"/> | ❖ Repairs & Maintenance | \$ <input type="text"/> |

❖ Vehicle Expenses (Inspections): Distance from home km
Numbers of trips of the year

Please provide a copy of your Property Management Report if your property is managed by a third party (ie Property Management Agency), or, if you managed the property yourself please fill in the Home Office Allowance section as below.

HOME OFFICE ALLOWANCE

❖ If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

- Area used for business: m²
- Total area of house & workshop: m²

❖ **Financial Details**

The purchase price of property - if new \$

The last valuation of the property – if owned: Land \$

Improvements \$

Insurance \$ Interest on mortgage \$

Power \$ Repairs & Maintenance \$

Rates \$ Telephone Rental \$

Rents (if property not owned) \$

❖ If you have moved house during the year, provide date of move:

❖ Please supply a copy of your last rates notice.

OTHER RELEVANT DOCUMENTS REQUIRED

Tick box if provided

Transaction Records

- ❖ Bank Statements - Please supply all rental account bank statements from 1 April 2013 to 31 March 2014. ☐
- ❖ Cash Book (if you use one) - A balanced and reconciled cashbook may be supplied. Descriptions of payments and receipts should be clear. ☐

Financing

- ❖ Please supply all Loan and/or Mortgage Statements and/or Hire Purchase Agreements from 1 April 2013 to 31 March 2014. ☐
- ❖ Have you raised or repaid any mortgages and/or loans in the financial period? If so, please provide details including Solicitors Settlement Statements. ☐

FIXED ASSETS

For Rental Property and Chattels purchased or sold during the year:

- ❖ Give details of any properties purchased or sold and supply copies of Solicitor's Settlement Statements and Sale & Purchase Agreements. ☐

Please list all assets purchased (over \$500) or existing assets sold/disposed of during the year.

Cost of Chattels:

| <u>Chattels</u> | <u>Cost Price \$</u> | <u>Date Purchased</u> | <u>Purchase</u> | <u>OR</u> | <u>Disposal</u> |
|----------------------|----------------------|-----------------------|--------------------------|-----------|--------------------------|
| Dishwasher | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Drapes | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Floor Coverings | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Washing Machine | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Oven | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Other- | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | | <input type="checkbox"/> |

Please write down any concerns about your business that you would like to discuss at the interview below.
