

RENTAL PROPERTY INCOME & EXPENSE SCHEDULE

Please review the information below and contact our office if you need assistance.

Client: _____

Address of Rental Property: _____

Year Ended: _____ Prepared By: _____ Date: _____

To ensure you claim all the possible deductions for your rental property, and to easily to identify where expenses are missing, please complete the attached schedule. To complete this schedule you should ensure you consider:

- Your Agent's Statements Summary to summarise all the records received from your agent.
- Any other expense you may have incurred for your property. Don't forget to ensure you have amounts for all items such as water rates are incurred 4 times per year.
- Depreciation report (if you do not have a depreciation report please contact our office to discuss).

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Total Gross Rent													
Advertising													
Bank Charges													
Body Corporate													
Borrowing Costs													
Capital Items*													
Cleaning													
Commission													
Electricity & Gas													
Gardening													
Inspection Costs													
Insurance													
Interest													
Letting Fees													
Rates – Council													
Rates – Water													
Repairs & Maintenance*													
Statement Fees													
Telephone													
Travel													
Other													
Total Expenses													
Net Profit/(Loss)													

* Please provide description, amount and date of purchase as some items may need to be depreciated.