

RENTAL PROPERTIES

PLEASE FILL IN AS MUCH INFORMATION AS POSSIBLE (new page for each Property)

RENTAL PROPERTY ADDRESS

--

WHO OWNS THE PROPERTY & %

NAME	PERCENTAGE
	%
	%
	%
	%

DATE ACQUIRED
DATE AVAILABLE FOR RENT
NO. OF WEEKS RENTED

INCOME (AMOUNTS COLLECTED)

	AMOUNT
RENTS RECEIVED	\$
OTHER INCOME	\$

EXPENSES (AMOUNTS PAID FOR)

	AMOUNT	
ADVERTISING FOR TENANTS	\$	
BODY CORPORATE FEES	\$	
BORROWING EXPENSES	\$	Balance Yet To Claim \$
CLEANING	\$	
COUNCIL RATES	\$	
DEPRECIATION	\$	
GARDENING & LAWN MOWING	\$	
INSURANCE	\$	
INTEREST ON LOANS Personal	\$	Loan Balance \$
LAND TAX	\$	
LEGAL FEES	\$	
PEST CONTROL	\$	
PROPERTY AGENTS FEES	\$	
REPAIRS & MAINTENANCE N 2	\$	
SPECIAL BUILDING WRITEOFF	\$	Construction Costs \$
STATIONERY, PHONE, POSTAGE	\$	
WATER CHARGES	\$	
SUNDRY RENTAL EXPENSES N 3	\$	

Your signature below confirms that you have all the necessary evidence and receipts etc, for the information you have provided above.

Signature

Date

RENTAL PROPERTIES (CONTINUED)

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NOTE 2

REPAIRS & MAINTENANCE

DESCRIPTION OF REPAIR

AMOUNT

DATE

Notes

	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	

PURCHASE OF NEW ITEMS

DESCRIPTION OF ITEM

AMOUNT

DATE

	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	

NOTE 3

SUNDRY EXPENSES

BANK FEES

LEASE EXPENSES

STRATA TITLE FEES

INSPECTION FEES

STATEMENT FEES

\$
\$
\$
\$
\$

ELECTRICITY

REPLACEMENTS

LETTING FEES

\$
\$
\$
\$
\$

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