



KGL Accountants

END OF YEAR CHECKLIST

RENTAL INFORMATION CHECKLIST

Full Name: _____

Email Address: _____

Rental Property Address _____

If using computer records

COMPLETED

Spreadsheet Electronic excel copy of your spreadsheet saved to USB

If not using a computer programme

Bank Statements - operating account Please ensure they cover the full year with full details written alongside each transaction.

OR Rental Statements

Rental Statements from your rental property agent - preferably the Annual Summary Statement

* Expenses

Details of expenses incurred during the year e.g.

Rates and Taxes

Land Tax

Insurance

Repairs and Maintenance

* Loan Interest

loan statements for the full year showing interest charges and loan repayments. If the loan is interest only, please be sure to include details of the account interest is being debited to.

* Improvements

Briefly note any improvements or purchase/sale effected during the year

* Sale or Purchase of Property

Copies of the Offer & Acceptance and Settlement Statement if you have purchased or sold a property.

* Deppro Report

For depreciation claim