\*Complete separate forms for each property you rent out

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **RENTAL INCOME** | | | | | | | | | | | | | | | | | | | | | |  | | | |
| **Physical address of rental property:** | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | |
| **Is the property jointly held, i.e. are you in a rental partnership?** | | | | | | | | | | | | | | | | **yes** | | **no** | **Your portion (%)** | | | | |  | | | |
| **Are you married in community of property? (If ‘yes’ you will each hold 50%)** | | | | | | | | | | | | | | | | | | | | | | **yes** | | | | **no** |
| **Is the property bonded?** | | | | | **yes** | | | **no** | | | **If ‘yes’ please send bond statement/certificate.** | | | | | | | | | | | | | | | |
| **Do you make use of the services of a rental agent?** | | | | | | | **yes** | | | | **no** | | **Is the property managed by a body corporate/HoA?** | | | | | | | | | **yes** | | | **no** | |
| **Do you have a rental agreement in place? (please provide document)** | | | | | | | | | | | | | | | | | | | | | | **yes** | | | **no** | |
| **Did you have any maintenance/repair costs?** | | | | | | | | | | **yes** | | **no** | | **Total** | | |  | | | | **\* Please supply invoices** | | | | | |
|  | **RENTAL INCOME/EXPENSES BY MONTH** | | | | | | | | | | | | | | | | | | | | | |  | | | |
| **Month** | | **Rental Income** | | **Agent fees** | | | | | **Levy – body corporate** | | | | | | **Rates and taxes** | | | | | **Water and electricity** | | | | | | |
|  | |  | |  | | | | |  | | | | | |  | | | | | **Show only if this is not recouped from tenant** | | | | | | |
| **March** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **April** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **May** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **June** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **July** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **August** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **September** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **October** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **November** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **December** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **January** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **February** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **Total** | |  | |  | | | | |  | | | | | |  | | | | |  | | | | | | |
| **Other expenses**  **(specify)** | | |  | | | | | | | | | | | | | | | | | | | | | | | |

**\* All expenses above need to be supported with the relevant invoices, receipts and statements.**