\*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.**