

## Documentation checklist

Taxpayer's name \_\_\_\_\_

Tax file number \_\_\_\_\_

Address of property \_\_\_\_\_

\_\_\_\_\_

You need to complete this checklist, the rental property cross-referencing schedule, and send us your receipts and other records.

Place a tick in Column 3 if you have sent us the record/s requested. Write 'N/A' if the item is not applicable.

| 1. Document Checklist                   | 2. Did you check this record when preparing your return? Answer "yes" if you did. If not, tell us why. | 3. |
|---|--|----|
| Title deed or similar record            |  |    |
| Purchase/sale contracts                 |  |    |
| Quotations/invoices etc for repairs     |  |    |
| Log book/diary records for car expenses |  |    |
| Rates notices                           |  |    |
| Travel diary records                    |  |    |
| Tenancy agreements                      |  |    |
| Bond retention amounts                  |  |    |
| Rental income statements                |  |    |
| Receipts etc for items you claimed      |  |    |
| Rental agency agreements/statements     |  |    |
| Bank statements and cheque butts        |  |    |
| Loan applications/mortgage documents    |  |    |
| Building write-off documentation        |  |    |
| Valuations for building write-off       |  |    |