

# Rental property questionnaires and worksheets

## Rental property questionnaire

Taxpayer's name

Tax file number

Year ended

Address of property

1. Who are the legal owners of the rental property?  
(i.e., the legal owners on the title or deed)

1	2
3	4

2. Have the expenses and income in relation to the property been distributed to the owners in a different proportion to their legal ownership in the rental property? **YES/NO**

If **yes**, please provide reasons why the percentage of expenses and income differ from the legal ownership:

3. When was the rental property first available for rental purposes?

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4. When was the property first used for rental purposes? / /

5. How many weeks was the property not rented? weeks

6. If the property was vacant during the year of income what steps were taken to find a tenant during this period:

Do you have any evidence which supports the efforts taken to find a suitable tenant for your property?

(e.g., real estate agent listings, copies of advertisements)

Please explain:

7. Was the property rented to an owner, relative or associate of an owner?  
**YES/NO**

If **yes**, please provide details of the tenant and their association with the owner(s) of the rental property:

8. Is the property being rented at less than the market rental value? **YES/NO**

If **yes**, please provide reasons why the property is being rented at less than market value:

9. How did you determine the market rental value for the rental property?  
*(i.e., did you approach a real estate agent or property manager)*

10. Is the building write-off under Division 43 being claimed in respect of the rental property? **YES/NO**

If **yes**, then how has the **construction cost** of the property been ascertained?

11. Has finance been obtained by any of the legal owners in order to secure an ownership interest in the rental property? **YES/NO**

If **yes**, please provide details of the borrower and the amount under finance:

**Borrower**

**Finance amount**

1

2

3

4

12. Is depreciation being claimed (i.e., are they claimable) in respect of chattels or fittings that are contained within the rental property? **YES/NO**

If **yes**, how has the depreciable value of the chattels and fittings been determined when the property was originally acquired by the taxpayer(s):

**Taxpayer's rental property declaration**

- A. *I confirm that the above details in relation to my interest in the rental property are correct and that I have declared all income and expenses in relation to my taxation affairs for the income year;*
- B. *My tax agent has explained to me the law as it relates to owning a rental property; and*
- C. *I understand that if I have any further queries it is my responsibility to raise them with my tax agent or request a Private Binding Ruling from the ATO.*

**Signed**

**Dated**