

Client Name/s:			
Postal Address:			
Mobile Phone:		Email:	

Rental Property Information

Please print and complete this section for each individual rental property owned.

Rental Property Address: _____

Please supply copy of most recent Rateable Valuation

Was this property rented for the 12 months up to 31 March 2024? Yes No *(tick one)*

If Not, please advise why and period it was vacant:

If you Sold or Purchased this property during the period 1 April 2023 and 31 March 2024, please provide:

- Copy of Sale & Purchase agreement
- Copy of Loan documents
- Copy of solicitors Settlement statement & Invoice
- Settlement date:

Rental Income & Expenditure relating to above property:

If we do not capture your bank transactions in Xero automatically, please supply bank statements for the full financial year (identifying and detailing nature of transaction and what property the transaction relates to where you have more than 1).

Alternatively, you can populate the following with the annual rental income & expenses:

Income

Rental Received	\$
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Expenses

Rates	\$
Water Rates (if applicable)	\$
Property Management Statements for full year (if applicable)	
Insurance	\$
Power/Gas	\$
Phone	\$
Mortgage Interest (please attach loan statements from Bank)	\$
Repairs & Maintenance (please attach supporting invoices)	\$
Other Expenses (please attach supporting invoices)	\$

Other Information:

Motor vehicle Usage:

Please itemise below details of visits to inspect property/conduct property business:

Date	Property:	Details	Kilometres