PROPERTY INVESTORS

TAX RETURN CHECKLIST

INCOME

- ☐ Rental Property Summary Report from your Real Estate Agent
- ☐ Details of any other income – including insurance payouts for damages, reimbursements from tenants, etc.
- ☐ Capital Gains from the sale of a property – we'll need copies of your purchase and sale contracts

DEDUCTIONS

IMMEDIATE DEDUCTIONS

You can claim these expenses immediately in your Tax Return.

Administration Expenses

- ☐ Stationery used to maintain your rental records
- ☐ Postage on documents relating to property management
- ☐ Telephone calls relating to property management – Keep a diary record of these to satisfy the ATO
- ☐ Legal expenses relating to debt collection or tenant problems
- ☐ Electricity and gas – paid by you

Insurances

- ☐ Landlords
- ☐ Building
- ☐ Contents
- ☐ Public Liability

Property Agent Management

- ☐ Fees/commissions – including GST
- ☐ Postage
- ☐ Statement fees and
- ☐ Bank charges/fees
- ☐ Lease document expenses
- ☐ Letting fees

Property Management + Maintenance Expenses

- ☐ Advertising for tenants – paid by you or paid by agent
- ☐ Body Corporate fees or Strata Title fees and charges. Special levies for capital works on a building can only be depreciated at 2.5%
- ☐ Cleaning
- ☐ Gardening / Lawn Mowing
- ☐ Pest control
- ☐ Security patrol fees

Rates + Taxes

- ☐ Water rates, charges and usage
- ☐ Council rates
- ☐ Land tax

Repairs + Maintenance

- ☐ Repairs relating to wear and tear or damage because of renting out the property. They do not include repairs of any damage in existence at purchase. The expense is a repair when it is being restored. Generally, repairs include:
  - Plumbing
  - Electrical
  - Handyman

Be aware of the difference between repairs and improvements.

For example – fixing broken glass on a window is considered a repair. Replacing the whole window frame is an improvement which can be depreciated at 2.5%.

Repairs made immediately after purchase of an investment property or maintenance to make the property suitable for rental are of a capital nature (initial repair). These form part of the cost of the property and can be depreciated and they are not immediately deductible.

Settlement of Property Purchase – information on your Lawyer's settlement letter

- ☐ Balance of council rates
- ☐ Balance of water rates
- ☐ Balance of body corporate fees

Interest and Loan Account fees on loans to finance investment properties.

- ☐ For the interest to be deductible, the loan must have been applied to acquire an income producing asset e.g. rental property.
- ☐ Where loans are used for both an investment property and private assets, the interest has to be apportioned based on how much of the principal was used for which purpose. This usually happens when you use a Line of Credit facility.

Travel Expenses

Travel expenses for rent collection, inspections, repairs and maintenance are no longer allowed by the ATO as tax deductions.

Quantity Surveyor

- ☐ Report showing depreciation expenses and Special Building Write-off

Seminars

- ☐ Cost of attending property investment seminars – only to the extent that they relate to operating or maximising the return on currently owned properties
- ☐ Where money is spent on relevant seminars before any property is acquired, there will be no deduction available

DEDUCTIBLE OVER A NUMBER OF YEARS

Borrowing Expenses

Deductible over the period of the loan where the loan is less than five years, or otherwise deductible over 5 years. Expenses deductible include:

- ☐ Loan Application fee
- ☐ Title search fees
- ☐ Lenders Mortgage insurance
- ☐ Stamp Duty on Mortgage
- ☐ Mortgage registration fees

Depreciation on New Plant & Equipment

- ☐ The ATO calls this "Decline in Value" of depreciating assets
- ☐ The costs of installing any plant and equipment are also depreciated

Depreciation on the Building Construction

- ☐ The ATO calls this a "Capital Works" deduction

For further information, please feel free to contact our office today.

Hill Accounting Services

a Shop 3, 5-7 Garnet Road, Tannum Sands 4680
p 07 4903 1977
e reception@hillaccountingservices.com.au

This article is provided as general information only and does not consider your specific situation, objectives or needs. It does not represent accounting advice upon which any person may act. Implementation and suitability requires a detailed analysis of your specific circumstances. © 2025 Change GPS Pty Ltd | Last Updated 24 June 2025