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## Rental property questionnaires and worksheets

**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? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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:



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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:

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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:

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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:

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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)

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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?

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\_\_\_\_\_  
\_\_\_\_\_

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 .....

