

**2015 INCOME TAX RETURN CHECKLIST– FOR RENTAL PROPERTY OWNER**

---

- ~ Each member of a couple needs to complete their own copy of this form
- ~ Your nominated BAN TACS office will provide you with a Letter of Engagement of which, each member of a couple needs to sign their own.
- ~ If you have more than one Rental Property, additional Schedules are available on the BAN TACS Tools page.
- ~ For Taxpayers who are in business you will need to complete a Business Schedule which is available on the BAN TACS Tools page. Generally there will be additional charges for a business.

**Self Assessment Obligations**

Please be aware that under Australian Taxation Office self assessing system, if you are called upon to attend a desk audit, you may be required to provide receipts or other records to substantiate any claims made in your return; please refer to the Substantiation note at the end for help. Records are required to be held for 5 years from the date of lodgment of your return.

Please visit [www.bantacs.com.au/aboutus.php](http://www.bantacs.com.au/aboutus.php) to find a BAN TACS office near you

Our objective is to simplify your tax return process not complicate it through long detailed questions. This form sticks to the basics. When we ring you we can discuss any tax issues you may have that are outside the ordinary.

Please use this form as a guide and feel free to add information or comment when you are not sure how to address the question. Please provide both your phone number and your e-mail address so we can send you an e-mail if we cannot reach you by phone.

Preferred contact number: \_\_\_\_\_ Best contact time: morning | afternoon | evening

E-mail address: \_\_\_\_\_

How many rental Property's do you own? \_\_\_\_\_

Have you completed a Rental Property Schedule for each property? YES

## PERSONAL DETAILS

Your Name: Mr | Mrs | Ms | Miss \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Was this the name used on your last tax return? YES  NO

Details if no: \_\_\_\_\_

### Existing clients need only provide details of changes that have occurred since you lodged your last income tax return

Tax File Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Has your postal address changed since lodging a tax return? YES  NO

Telephone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (M) \_\_\_\_\_

Are you a war veteran or widow/widower of a war veteran yet under the Aged Pension age? YES  NO

Do you operate under an ABN? YES  NO

If yes please complete a Business Schedule which is available on the BAN TACS Tools page: [www.bantacs.com.au/tools.php](http://www.bantacs.com.au/tools.php)

### Family Details **Note**, this includes same sex couples

Spouse's Name: Mr | Mrs | Ms | Miss \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Was this their name used on your last tax return? YES  NO

Details if no: \_\_\_\_\_

Spouse's TFN: \_\_\_\_\_ Spouse's Occupation: \_\_\_\_\_

Spouses adjustable taxable income if we are not doing their tax return: \$ \_\_\_\_\_

If married / de facto in 2012/2013, what date did this occur: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

~ If you share care for your own children, please advise the % of care allocated to you by the Family Assistance Office: \_\_\_\_\_ %

## TAX AGENT DETAILS

Attach a copy of your previous return if this is the first time using the services of this BAN TACS Office

Did an accountant prepare your last Income Tax Return? YES  NO

If yes please provide contact details of previous accountant: \_\_\_\_\_

Bank Account Details for Direct Deposit of Refunds BSB: \_\_\_\_\_ ACCT NO:: \_\_\_\_\_

Acct Name: \_\_\_\_\_

Do you have a will? YES  NO

Do you have an Enduring Power of Attorney? YES  NO

Do you feel comfortable that your financial affairs are under control? YES  NO

If not would you like to discuss any of the areas listed below with us, or one of our affiliated service providers?

Income Protection Insurance  Life Insurance  Superannuation  Financial Planning Strategies

# INCOME

<p>Did you receive income from Salary or Wages <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive any allowances, directors' fees, bonuses, cents per kilometre, reimbursements and tips etc. <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>DESCRIPTION OF ALLOWANCE:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Please attach copies of payment summaries from all employers</p> <p>If amounts are not included on your payment summaries please provide details below.</p> <p style="text-align: right;">AMOUNT:</p> <p>_____</p> <p>_____</p>
<p>Did you receive an Employment termination payments <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive an Aust Gov't allowances or payments e.g. Newstart, Youth Allowance, or Sickness Benefit? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive an Aust. Government pension or other similar benefits <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive income from Australian Annuities or Superannuation income streams? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive any Australian super lump sum payments? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive Interest from bank accounts or investments? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>ACCOUNT DETAILS:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Please attach ETP Summary</p> <p>Please attach Copies of Payment Summary from relevant Department eg. Centrelink</p> <p>Please attach Copies of Payment Summary from relevant Department eg. Centrelink</p> <p>Please attach payment summary received from super fund or life insurance company or friendly society.</p> <p>NB: see payment summary- superannuation lump sum received from super fund.</p> <p>Please provide details of Bank Accounts and Interest received</p> <p style="text-align: right;">INTEREST AMOUNT:</p> <p>_____</p> <p>_____</p>
<p>Did you receive any Dividend income? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive income from partnerships and/or trusts? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive any business income? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Is your business Subcontracting? Did you earn the majority of your income from one contract? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Have you made deposits to or withdrawals from a farm managed deposit? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you have any Capital Gains or losses during the financial year? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive any income from overseas sources? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>DESCRIPTION OF INCOME</p> <p>_____</p> <p>_____</p>		<p>Please attach all dividend and investment Tax Statements</p> <p>If yes we will need to discuss with you what additional information may be required</p> <p>If yes please complete a Business Schedule available under Additional Forms where you obtained this form on the mail-ins page</p> <p>If yes you will need to complete an additional Business Schedule: <a href="http://bantacs.com.au/tools.php">bantacs.com.au/tools.php</a></p> <p>Please attach bank statements for your Farm Management Account</p> <p>If yes please complete a CGT Schedule, available under Additional Forms where you obtained this form on the mail-ins page</p> <p>Please provide details below</p> <p style="text-align: right;">AMOUNT</p> <p>_____</p> <p>_____</p>
<p>Did you receive any bonuses from life assurance or friendly society policies? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Did you receive income from forestry managed investments? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Have your received any other income such as discounts or share rights through an employee share scheme, royalties, scholarships, jury duty etc. <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p>Description of Income</p> <p>_____</p> <p>_____</p>		<p>Please attach statements showing amounts received</p> <p>Please attach paperwork</p> <p>Please attach any supporting documents showing type of income &amp; any tax paid. For employee share scheme, include the document that explains the discount received</p> <p style="text-align: right;">Amount</p> <p>_____</p> <p>_____</p>

## DEDUCTIONS – Please see Substantiation notes at the end of this document to help with deductions

Do you use your vehicle for work purposes? **YES**  **NO**  **If yes please provide car details below**

Car 1 Make and Model _____	Car 2 Make and Model _____
Car 1 Number Plate _____	Car 2 Number Plate _____
Car 1 Engine Capacity in Litres (cubic capacity) <input type="checkbox"/> 1.6 litres or less <input type="checkbox"/> over 1.6 up to 2.6litres <input type="checkbox"/> over 2.6 litres	Car 2 Engine Capacity in Litres (cubic capacity) <input type="checkbox"/> 1.6 litres or less <input type="checkbox"/> over 1.6 up to 2.6litres <input type="checkbox"/> over 2.6 litres

If yes to previous question, do you keep a log book for your car? **YES**  **NO**  **If yes, please enclose the log book and all the receipts for expenses. If no, use the kms method; see next.**

To use the kms method, a detailed reasonable estimate of the kms travelled for work is required; eg, a diary for one month which is representative of the whole year or, if spasmodic, a list for each trip. Please provide the total kms for the year here. A car provided by your employer, even if salary sacrificed cannot be claimed here. A simple diary is available at [bantacs.com.au/shopping\\_calculators.php](http://bantacs.com.au/shopping_calculators.php).

Kilometres travelled in car 1 for work \_\_\_\_\_ kms      Kms travelled in car 2 for work \_\_\_\_\_ kms

Do you have any other work related expenses for travel? **YES**  **NO**  **If yes please provide details below or as an attachment. If no please skip the next questions.**

DESCRIPTION (eg, parking tolls or taxi's)	AMOUNT
_____	_____
_____	_____

Do you have a travel diary/itinerary and accommodation receipts? **YES**  **NO**  **If yes please attach receipts If no please provide what you can below..**

DESCRIPTION	AMOUNT
_____	_____
_____	_____
_____	_____

Do you have work related uniform and other clothing expenses **YES**  **NO**  **If yes please provide details below**

DESCRIPTION	AMOUNT
Protective Clothing: _____	_____
Occupation Specific Clothing: _____	_____
Non Compulsory Uniform: _____	_____
Conventional Clothing : _____	_____
Dry Cleaning: _____	_____
Laundry (we need the number of loads per week) _____	Full loads _____ mixed loads _____

Education: Did you attend any:  
 Work related courses at an educational institution? **YES**  **NO**   
 Or any seminars and courses? **YES**  **NO**  **If yes please provide details below**

DESCRIPTION	AMOUNT
Student Union Fees (only for educational institution): _____	_____
Course Fees (excluding HELP): _____	_____
Text Books: _____	_____
Stationery: _____	_____
Parking: _____	_____
Other: _____	_____
Travel (see below)	_____

You can claim the travel from home to your place of education or from work to your place of education but you cannot claim for the trip from the place of education to your home if you went to work first. So if you travel from home to the place of education and back home again or for that matter anywhere other than work then you are entitled to claim both legs of the journey.

Car 1 Make and Model _____	Car 2 Make and Model _____
Car 1 Number Plate _____	Car 2 Number Plate _____
Car 1 Engine Capacity in Litres (cubic capacity) <input type="checkbox"/> 1.6 litres or less <input type="checkbox"/> over 1.6 up to 2.6litres <input type="checkbox"/> over 2.6 litres	Car 2 Engine Capacity in Litres (cubic capacity) <input type="checkbox"/> 1.6 litres or less <input type="checkbox"/> over 1.6 up to 2.6litres <input type="checkbox"/> over 2.6 litres

To use the kms method, a detailed reasonable estimate of the kms travelled for work is required; eg, a diary for one month which is representative of the whole year or, if spasmodic, a list for each trip. Please provide the total kms for the year here. A car provided by your employer, even if salary sacrificed cannot be claimed here. A simple diary is available at [bantacs.com.au/shopping\\_calculators.php](http://bantacs.com.au/shopping_calculators.php).

Kilometres travelled in car 1 for work education \_\_\_\_\_ kms      Kms travelled in car 2 for work education \_\_\_\_\_ kms

Did you incur any expenses in order to work from your home? YES  NO

If yes please complete the following using the information in the Substantiation section to help you.

A simple diary is available at [bantacs.com.au/shopping\\_calculators.php](http://bantacs.com.au/shopping_calculators.php).

AMOUNT

Electricity - can be recorded on an hourly basis: \_\_\_\_\_

\_\_\_\_\_

Internet access - apportioned: \_\_\_\_\_

\_\_\_\_\_

Stationary: \_\_\_\_\_

\_\_\_\_\_

Telephone calls for work: \_\_\_\_\_

\_\_\_\_\_

Printer cartridges: \_\_\_\_\_

\_\_\_\_\_

Computer depreciation: \_\_\_\_\_

\_\_\_\_\_

Is there a room set aside that you use apart from the rest of the family? YES  NO

Keep a diary for one month showing how many hours you spend working in that room

Did you purchase and tools and equipment for work? YES  NO

If yes please provide details below

DESCRIPTION (please see substantiation notes)

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscriptions, union fees or professional body fees YES  NO

If yes please provide details below

DESCRIPTION

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Journals/periodicals YES  NO

If yes please provide details below

DESCRIPTION

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT

Sun protection YES  NO

Any other work deductions YES  NO

If yes please provide details below

DESCRIPTION

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expenses related to dividend and interest income YES  NO

If yes please provide details below

DESCRIPTION (i.e. interest on a loan to purchase shares)

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Gifts and donations YES  NO

If yes please provide details below

NAME OF DONATION RECIPIENT

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT

Cost of managing tax affairs (e.g. tax agent fees): \_\_\_\_\_

\_\_\_\_\_

Number of kms travelled to have tax return completed last year: \_\_\_\_\_

\_\_\_\_\_ KMs

Which car did you use when you saw your accountant? \_\_\_\_\_

Make/Model: \_\_\_\_\_

Do you have any losses carried forward from previous years? YES  NO

AMOUNT

Non-Primary Production carried forward losses: \_\_\_\_\_

\_\_\_\_\_

Primary Production carried forward losses: \_\_\_\_\_

\_\_\_\_\_

Have you made any personal superannuation contributions in excess of those made for you by your employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	For example qualify for the Co Contribution. If yes please provide details below
How/When were contributions made: _____			
Name of Fund : _____			Amount (if not on PAYG Summary)
Policy Number: _____			
Did you make any Superannuation contributions on behalf of spouse	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please provide details below
How/When were contributions made: _____			Amount (if not on PAYG Summary)
Name of Fund & Policy Number: _____			
Do you have a Forestry Management Investment Scheme Deduction	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have Income Protection Insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please provide details below
Name of Fund & Policy Number: _____			Amount _____

## TAX OFFSETS

Did you maintain a person over 16 who is caring for an invalid	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes we will contact you for more information so don't hesitate to tick yes if you are unsure
Note since 1 <sup>st</sup> July, 2014 the tax offsets (rebates) for dependants, including spouses, have been removed. An offset is only available if you maintain someone who is caring for an invalid.			
Do you have Private Health Insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please provide a copy of the Annual Tax Statement issued by your fund.
Does your private health insurance cover all children including ones living with you that are not yours and your children who do not live with you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
During the financial year did you live in a remote zone or have you served overseas with the Defence Force?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please provide details below. See the map at the bottom of this BANTACS website page to see the area covered by a zone: <a href="http://bantacs.com.au/travelling_workers.php">bantacs.com.au/travelling_workers.php</a>
LOCATION, INCLUDE POSTCODE IF IN AUSTRALIA			NUMBER OF DAYS IF LESS THAN 183
_____			_____
_____			_____
_____			_____
If total days above is less than 183, did you claim a zone rebate last year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If No please list zones for last year as well
Note: The Abbott government has announced that during the 2014-15 financial year they will not allow a zone rebate for dependants but the necessary legislation had not been created by the end of the financial year so just as we were with depreciation last year we have no idea how the law applies and may have to amend tax returns once retrospective legislation is created.			

## OTHER

Are you aware of an entitlement to the Medicare exemption/reduction? For example because you were covered by the Defence Force or you received notification from Centrelink that your benefit included an exemption from Medicare. For example temporary residents on a 457 visa.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	_____
Did you become a tax resident of Australia during the financial year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date:     /     /
Did you stop being a tax resident of Australia during the financial year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date:     /     /
Has the ATO notified you that you have been selected for an audit or other type of review?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please provide a copy of ATO correspondence
Do you owe any money to any government department (e.g. Child Support, HELP, Family Tax Benefit debts)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	To Whom: _____
Did you receive any capital returns on any listed company shares?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please provide details
Did you participate in any share buyback scheme?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please provide details

Did you sell a property completely covered by the main residence exemption during the year? YES  NO

If your property was not completely covered by the main residence exemption, please fill out our Capital Gain Schedule: [www.bantacs.com.au/docs/m4.pdf](http://www.bantacs.com.au/docs/m4.pdf)

## MEDICAL EXPENSES TAX OFFSET -

Do you have net medical expenses over \$2,218 for 2014/2015? Note this does not include cosmetic procedures or alternative therapies that were not referred by a medical practitioner. Does not include any portion of a medical expense for which you have been reimbursed. If you did not claim a medical expenses tax offset last year then you can only include disability aids, costs of attendant care and aged care.

YES  NO

If you answer no then go no further with this section.

Did you qualify for a Medical Expenses tax offset in both the 2012-2013 and the 2013-2014 financial years?

YES  NO

If you answer no then you are only entitled to claim for disability Aids and Attendant and Aged Care costs. They need to total more than \$2,218 or \$5,233 if you are a high income earner

### Description

Disability Aids: _____	\$ _____
Attendant and Aged Care: _____	\$ _____
Other Medical Expenses: _____	\$ _____
Doubtful Items please itemise: _____	\$ _____

## SUBSTANTIATION

Usually a receipt is required showing the item purchased, the amount, the date and the name of the supplier is required to claim a tax deduction for a work related expense. Private use may need to be apportioned. For more information refer to our wage earners booklet in the Freebies section of the BAN TACS web site: [www.bantacs.com.au/booklets/Wage\\_Earners\\_Booklet.pdf](http://www.bantacs.com.au/booklets/Wage_Earners_Booklet.pdf). Many of the following expenses require a one month diary or similar record. You can purchase all the spreadsheet templates you need to keep these records for just \$5.95 from the BAN TACS website Shopping section: [www.bantacs.com.au/shopping\\_calculators.php](http://www.bantacs.com.au/shopping_calculators.php).

**Laundry** – You can claim 50 cents per mixed load and \$1 per full load of qualifying uniforms or protective clothing, up to \$150 per year. Simply take your average loads per week and multiply it by the number of weeks you worked.

**Less Than \$300** – If you claim less than \$300 in work related expenses such as self education, tools, uniforms, protective items, stationery, union fees, etc you do not need to substantiate your claim with receipts. Any claim you make for motor vehicle expenses or travel costs (includes tolls and parking) is not counted towards the \$300 limit.

**Less Than \$10** – If each individual expense is less than \$10 and the total of all such expenses does not exceed \$200 you do not need to keep a receipt but must have a diary entry showing the name of the supplier, date, amount and a description of the purchase. This also applies when you can't get a receipt such as parking meters.

**Allowances** – Each year the ATO produces a list of what it considers reasonable travel allowances. If your employer pays you an allowance and you do not claim more than the amount listed by the ATO as reasonable you do not have to substantiate with receipts the amount you incurred. But you do have to have incurred the expense. A diary entry of your food expenses is sufficient. If you are away from home for more than 5 nights you will need to keep a travel diary of what you did each day. You can still claim up to the ATO reasonable amount even if your employer paid you less as long as it was a bona fide allowance (ie not just \$5 per night but sufficient to live off).

The ATO also releases what it considers a reasonable overtime meal allowance each year. Again you can claim up to this amount even if your employer pays you less but you must be paid the allowance under an award.

**Electricity** – The ATO allows you 45 cents per hour for every hour you are working at home in an office separate from the rest of the family. This covers electricity and maintenance on the room. Keep the diary for 1 month.

**Motor Vehicle** – By keeping a diary for one month each year you can claim up to 5,000 kilometres per vehicle you own. If you own a car together with another person and it is only their name on the registration papers they can complete a declaration of joint ownership so you can claim it. You are also considered to be the owner of a car even if it is registered in the name of another family member but you are the one who pays all the expenses relating to it.

**Telephone** – To claim STD and mobile calls from your home phone go through one month's itemised account and work out the numbers that are work related. This percentage of work related calls can be applied to the mobile and

STD calls in the other months. Local calls can be apportioned by keeping a diary for one month noting the ratio of private to work related local calls. Line rental can also be apportioned.

**Mobile Phones** – Analyse one month's statement and apply its ratio of work to private calls to the rest of the year.

**Commissioner's Discretion** – If you have sufficient evidence that you have incurred the expense and would be have been entitled to a deduction if you had a receipt then the ATO must still allow you the deduction but it needs to be beyond doubt that you incurred the expense.

**Work related Travel** – Wage earners can claim their motor vehicle expenses when they meet the substantiation requirements and they travel as follows:

1) Bulky Equipment – Home to work travel is claimable if there is no safe storage at work and as a result you transport bulky equipment between home and work. Safe storage is defined as similar to your own personal locker. Therefore a container on a building site to which all and sundry has a key is not safe storage. Case S29 prescribed more than 20kg was bulky. Taxpack gives the example of a ladder and drum kit not because they weigh more than 20kg but because they fulfill the difficulty to carry side of bulky.

2) Abnormal workplace, this is defined in Taxpack as:

*From your normal workplace to an alternative workplace – for example, a client's premises – while still on duty and back to your normal workplace or directly home. From your home to an alternative workplace for work purposes and then to your normal workplace or directly home.*

This includes being sent to another branch or shop to relieve providing you were not employed predominantly to relieve. It covers seminars and visits to customers. It also includes work related tasks performed on the way home or to work but, note MT 2027, the task cannot be insignificant such as dropping off the mail. But if you have to travel out of your way to drop off the mail you can claim for this extra distance. For more refer TD 96/42 & TD 96/43.

3) Between Jobs – note this includes travel from home when home is the base of operations or work begins there. Home can be considered a base of employment if employment related duties have begun before leaving there, providing those employment related duties did not begin merely for the convenience of the taxpayer.

4) Itinerant work – Your job involves travelling to more than one place or work each day.

For more information refer our Claiming a Motor Vehicle Booklet which is in the Freebies section of the BAN TACS web site, [www.bantacs.com.au/booklets/Claiming\\_A\\_Motor\\_Vehicle\\_Booklet.pdf](http://www.bantacs.com.au/booklets/Claiming_A_Motor_Vehicle_Booklet.pdf).





Looking for a way to collate your rental property taxation information in a way that will minimize your accounting fees? Visit the Shopping section of the BAN TACS website for our Property Tax Return Worksheet

## RENTAL PROPERTY SCHEDULE 2015

Client Name: \_\_\_\_\_

### Fill Out a Separate Schedule for Each Rental Property

New clients should complete all items below. Returning clients need only provide those items not previously disclosed to your accountant

Property Details (Property History)	SUPPORTING DOCS	ATTACHED
Property Address (must include Post Code)* _____		
Name(s) of other owner(s)* _____		
Percentage of ownership allocated to you* _____ %	Purchase Contract	<input type="checkbox"/>
Date the property was purchased* _____ / _____ / _____		
Purchase price of the property* \$ _____	Quantity Surveyors Report	<input type="checkbox"/>
Date the property was rented out for the first time* _____ / _____ / _____		
Was this property built OR improved after 17th July, 1985?* _____ Yes   No		
<p>If yes you are entitled to claim depreciation on the building. To do this you are required to have a copy of the original building or improvement cost or a Quantity Surveyor's report estimating these costs. Please enclose this if this is the first year you are claiming the building or you are unable to provide the depreciation schedule from last year's tax return.</p>		
Did you still own the property as at 30th June? _____ Yes   No		
If not please provide date of sale _____ / _____ / _____	Contract of Sale	<input type="checkbox"/>
And the sale price \$ _____		
Number of weeks the property was rented out during the financial year _____ wks		
Number of weeks property was available for rent during to financial year _____ wks		
* This information may be available from your last tax return		

**Property Finance Details - USE THE FULL AMOUNT OF INCOME THE PROPERTY EARNED AND THE FULL AMOUNT OF EXPENSES INCURRED ON THE PROPERTY EVEN IF YOU DON'T FULLY OWN THE PROPERTY AS OUR SOFTWARE WILL DO THE APPORTIONING**

**Supporting Docs**

**Attached**

NR Denotes copies are not required by your accountant, original documents should still be maintained by you Please take care to ensure there is **no double counting in the following**, for example:

- The Total Rent Income Amount should be the actual amount paid by the tenants NOT the net amount you receive from the Real Estate Agent. The agent's fees etc are deducted later under expenses.
- If your records are so limited that you only know the net amount received from the Real Estate Agent it is OK to include that as rent income but do NOT enter anything in the Agent's Fees Expense.
- If you are entering the net amount you actually received from the Real Estate Agent and the agent paid other costs such as repairs, insurance rates etc, these amounts should NOT be entered as expenses.

Is the property mortgaged?	Yes   No		
With whom	_____		
Date the loan commenced	____ / ____ / ____	Initial Loan Document if loan is less than 5 years old (showing cost of establishment)	<input type="checkbox"/>
Amount of original loan	\$ _____		
Percentage of loan relating to this property	_____ %		
Have you made any personal redraws on the loan?	Yes   No	Loan statements showing redraw amounts	<input type="checkbox"/>
Have you refinanced the mortgage since purchasing the property?	Yes   No	Statements showing loan closure. Initial loan documents for new loan showing reestablishment costs.	<input type="checkbox"/>
If yes, Date of refinancing	____ / ____ / ____		<input type="checkbox"/>

**PROPERTY INCOME – NO NEED TO COMPLETE IF YOU HAVE USED THE BAN TACS PROPERTY TAX RETURN WORKSHEET**

Total rent income received for this property	\$ _____	Rental Rcpt Book or Agent Statements	<input type="checkbox"/>
Other income	\$ _____	Eg. Bond kept to recoup damages	<input type="checkbox"/>

**PROPERTY EXPENSES – NO NEED TO COMPLETE IF YOU HAVE USED THE BAN TACS PROPERTY TAX RETURN WORKSHEET**

D.	Advertising	\$ _____	Invoices/Receipts	NR
E.	Body Corp Fees	_____	Invoices/Receipts	NR
G.	Cleaning	\$ _____	Invoices/Receipts	NR
H.	Council Rates	\$ _____	Invoices/Receipts	NR
J.	Lawn Mowing and Gardening	\$ _____	Invoices/Receipts	NR
K.	Insurance	\$ _____	Invoices/Receipts	NR
L.	Interest paid on loan where the money borrowed was used to purchase the property (It doesn't matter where the loan is secured just what it was used for)	\$ _____	Bank Statements	<input type="checkbox"/>
M.	Land Tax	\$ _____	Invoices/Receipts	NR
N.	Legal Costs (in relation to tenants not purchase of property)	\$ _____	Invoices/Receipts	NR
O.	Pest Control	\$ _____	Invoices/Receipts	NR
P.	Property Agents Fees/Commissions (including their mailing and sundries fee)	\$ _____	Agent Statements	<input type="checkbox"/>
	Water Rates	\$ _____	Invoices/Receipts	NR
	Sundry Expenses	\$ _____	Invoices/Receipts	<input type="checkbox"/>
	Bank Fees	\$ _____	Bank Statements	<input type="checkbox"/>

## Plant and Equipment Depreciation

If this is the first year we have prepared your income tax return please make sure you send us a copy of your depreciation schedule from last year's tax return. If this is the first year you have held this property as a rental we will need to contact you and discuss the value of the plant and equipment held in the property. It is not necessary to have a quantity surveyors report to do this but if you obtain a quantity surveyors report for the building depreciation it will also include the plant and equipment. If you have previously lived in the property and this is the first year you have rented it out you should keep any information you have on the whole property's market value for future CGT purposes and photos. To claim plant and equipment you will have to estimate their values when you first purchased the house and we will amortise the depreciation from back then. If you have had the plant and equipment for over 10 years it is probably not worth the paper work. We will also need the date for when you either purchased the house or each piece of plant and equipment; whichever is the most recent.

### Plant and EQUIPMENT

Items such as carpets, stoves, hot water systems, air conditioners, some light fittings, fans, curtains etc.

### REPAIRS & MAINTENANCE AND IMPROVEMENTS

Repairs & Maintenance, not improvements are deductible. For example if the house needed painting when you bought it then painting it would be an improvement, therefore not deductible. On the other hand if during the time of your ownership the paint starts to peel and you repaint, the expense would be a deduction. No deduction is available for your own labour. Take care to perform repairs only when the premises are tenanted or in a period where the property will be tenanted before and after with no private use in the middle (IT180). IT 180 states that to claim, the repair needs to be made during a financial year that rent is received.

If a property is used only as a rental property during the whole year then a repair would be fully deductible even though some of the damage may have been done in previous years when the property was used for private purposes (TR97/23). Note this does not apply if the damage was done in a period you did not own the property. If the state of disrepair the property was in at the time you purchased it is directly responsible for further damage when you own it, all the repairs relating to that damage are considered improvements (Law Shipping Co. UK). A repair can become an improvement if it does not restore things to their original state (case M60) i.e. replacing a metal roof with tiles. The whole cost of the tiled roof would be an improvement and no deduction would be available for what it would have cost you to put up another metal roof. But a change is not always an improvement. In ID 2002/330 the ATO states that the cost of removing carpets and polishing the existing floorboards is deductible. Yet in ID 2001/30 underpinning due to subsidence was considered by the ATO to be an improvement not a repair. It is not necessary to use the original materials to restore the thing or structure to its original state. Modern materials can be used even when these might be a slight improvement because they are more efficient. As long as the benefit is only minor or incidental it can still be considered a repair.

Work that replaces the whole thing or structure is an improvement not a repair. So don't pull down all of the old fence and replace it just replace the damaged area. TR 97/23 recognises that eventually the whole thing or structure may be replaced in a progression of repairs. These repairs are still deductible providing each repair is on a small scale, the progression is over a long period of time and that it is not just in reality a replacement done over time but individual repairs.

Tree removal is claimable if the trees have become diseased or infested during the time of ownership. Removal is also claimable if the tree is causing damage such as roots interfering with pipes and the damage was not present when you purchased the property. If a tree is removed because it may cause damage in the future or you are fed up with the leaf litter that has always happened since you bought the property, then you are making an improvement which is not deductible.

**Note** improvements can increase your cost base for CGT purposes so it is still important to keep the receipt.

### Q&R. Plant & Equipment, Repairs, Improvements – only items purchased financial year

INVOICE  
ATTACHED

PURCHASE DATE	DESCRIPTION OF ITEM PURCHASED	PLANT & EQUIPMENT	REPAIRS	IMPROVEMENT
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$
/ /		\$	\$	\$



**S. ITEMS: STATIONARY, POSTAGE, PHONE AND OTHER ITEMS NOT LISTED ANYWHERE ABOVE**

ITEM DESCRIPTION	AMOUNT	DATE OF PAYMENT	EVIDENCE
	\$	/ /	<input type="checkbox"/>
	\$	/ /	<input type="checkbox"/>
	\$	/ /	<input type="checkbox"/>
	\$	/ /	<input type="checkbox"/>
	\$	/ /	<input type="checkbox"/>
	\$	/ /	<input type="checkbox"/>
	\$	/ /	<input type="checkbox"/>
	\$	/ /	<input type="checkbox"/>

**T. TRAVEL CLAIMS**

**SUPPORTING DOCS**

**ATTACHED**

Travel costs can certainly be legitimate deductions, they include motor vehicle and airfares, if you sleep away from home accommodation and food costs are included. When the travel involves staying away from home it is important to keep a diary so you can show what portion of your time was spent on the property and that it wasn't really a holiday. If you stay away for **more than 5 nights then a diary is compulsory**. Where there was also a holiday motive then your costs will need to be apportioned. You of course, also need to keep receipts, though if you can't get a receipt (ie vending machines) just write it in the diary. A simple, and cheap, diary is available for purchase through the BAN TACS Website shopping page: [bantacs.com.au/shopping\\_calculators.php](http://bantacs.com.au/shopping_calculators.php). **If Claiming Air Fares**, days should add up to your total days away.

If you are working on the rental property all week the weekend is not considered private days, so include those days in regard to the rental property.

Air fares to visit rental property (Do not include travel in relation to purchasing the property) \$ _____		Travel Diary	<input type="checkbox"/>
How many days of the trip were private _____ days			
Days regarding rental property _____ days			
Accommodation and food costs (Only for days you were travelling in regard to the rental property) \$ _____		Copies of Invoices	<input type="checkbox"/>
Other Travel Expenses (eg Parking, taxis & tolls) \$ _____			

**CAR CLAIMS – a car provided by your employer, even if salary sacrificed cannot be claimed here**

A detailed reasonable estimate of the kms travelled for the rental property is required; eg, a diary for one month which is representative of the whole year or, if spasmodic, a list for each trip.

Car 1 Make and Model _____	Car 2 Make and Model _____
Car 1 Number Plate _____	Car 2 Number Plate _____
Car 1 Engine Capacity in Litres (cubic capacity) <ul style="list-style-type: none"> <li><input type="checkbox"/> 1.6 litres or less</li> <li><input type="checkbox"/> over 1.6 up to 2.6litres</li> <li><input type="checkbox"/> over 2.6 litres</li> </ul>	Car 2 Engine Capacity in Litres (cubic capacity) <ul style="list-style-type: none"> <li><input type="checkbox"/> 1.6 litres or less</li> <li><input type="checkbox"/> over 1.6 up to 2.6litres</li> <li><input type="checkbox"/> over 2.6 litres</li> </ul>
Kilometres travelled in car 1 in regard to the property (Do not include travel in relation to purchasing the property) _____ kms	Kilometres travelled in car 2 in regard to the property (Do not include travel in relation to purchasing the property) _____ kms