

# Rental Property Schedule



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

Rental Property Address: \_\_\_\_\_  
 \_\_\_\_\_

Date first income producing: \_\_\_\_\_ Number of weeks rented: \_\_\_\_\_

**Details of Ownership:**

Name	Client Ref Code <small>(office use only)</small>	% Owned

Gross rental income: \_\_\_\_\_ Other rental related income: \_\_\_\_\_

**EXPENSES**

- D ADVERTISING FOR TENANTS \_\_\_\_\_
- E BODY CORPORATE FEES \_\_\_\_\_
- F BORROWING EXPENSES \_\_\_\_\_
- G CLEANING \_\_\_\_\_
- H COUNCIL RATES \_\_\_\_\_
- I DEPRECIATION ON PLANT \_\_\_\_\_
- J GARDENING/LAWN MOWING \_\_\_\_\_
- K INSURANCE \_\_\_\_\_
- L INTEREST ON LOANS \_\_\_\_\_
- M LAND TAX \_\_\_\_\_
- N LEGAL FEES \_\_\_\_\_
- O PEST CONTROL \_\_\_\_\_
- P PROPERTY AGENT FEES/COMMISSION \_\_\_\_\_
- Q REPAIRS & MAINTENANCE \_\_\_\_\_
- R SPECIAL BUILDING WRITE-OFF \_\_\_\_\_
- S STATIONERY, TELEPHONE & POSTAGE \_\_\_\_\_
- T TRAVEL EXPENSES FOR INSPECTIONS \_\_\_\_\_
- U WATER CHARGES \_\_\_\_\_
- V SUNDRY RENTAL EXPENSES \_\_\_\_\_
- V BANK CHARGES \_\_\_\_\_
- V ELECTRICITY & GAS \_\_\_\_\_
- V SECRETARIAL, BOOKKEEPING SERVICES \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_ \$ \_\_\_\_\_