

## Guide to completing forms

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*Thank you for choosing Australian Tax Depreciation Services for the creation of your Tax Depreciation Schedule. This document outlines some of the more common questions that we receive from our clients. If your question is not answered, you can contact our helpful admin team on **1300 557 342** or **support@austtaxonline.com.au**.*

### Personal Details:

1. **Name of property owner:** this should be your name as it appears on your contract of sale, or how you wish it to be addressed on your completed report.
2. **Percentage ownership:** If you would like your claims to be apportioned in line with your percentage ownership, please list this down on the form. For example, if you and a partner own a property equally, put your percentage ownership down as 50%. If not specified, the report will be calculated at 100% ownership as default.
3. **Residential address:** This is your postal address, **not your investment property address**.

### Property details:

4. **Was the property built under your ownership:** If you engaged a builder to construct your property, please answer “yes”. If the property was purchased **off the plan** or already completed, please answer “no”.
5. **Purchase price:** This is the total amount you paid for the property, if it was purchased off the plan or already completed. It will not include any renovations costs after purchase, legal costs or stamp duty.
6. **Build cost:** If the property was built under your ownership, this will be the amount listed on the build contract, plus any additional costs you have incurred on top. This does not include the cost of purchasing the land, or your own labour. If your property was purchased off the plan, this cost may be listed in your contract of sale.
7. **Date of exchange:** this is the date that the contract was signed for the purchase of the property.
8. **Date of settlement:** This is the “handover” date of the property, i.e. the day you received the keys and took ownership of the property.
9. **Date of first lease:** This is the date that the property was first **available for lease**. For example, if your property was listed for rent and a tenant was not found until a month later, your date of first lease would be the date that the property was listed for rent.

10. **Age of property:** This is the approximate age of the property from the date it was completed until the current date. If the age is not known, an approximation is acceptable as the quantity surveyors can verify the dates.
11. **Date of completion:** If the property was built under your ownership, this would be the date that the build was complete and ready for occupancy.
12. **Have you occupied the property for any period of time:** If the property has been your primary place of residence for any period of time between its completion/purchase and the date it was available for lease, please answer “yes”.
13. **Has the property been renovated either by yourself or by previous owners:** If you have carried out renovations to the property during your ownership, please list the works done with the dates and costs of each item. If you have carried out extensive works, you may attach an excel document summarising the works instead. If you believe works have been carried out by the previous owners, please list any renovations that you believe have been carried out (with a rough date and cost if known), the quantity surveyors can verify these while completing the report.
14. **Have you provided any furniture for the tenants’ use:** If you have purchased furniture for the tenants, please list these in the table with their dates and costs. If the property was purchased furnished, please attach the inventory list that would have been provided in your contract of sale. If the furniture has already been used prior to installation, these will be classed as second hand and ineligible for depreciation in most cases.  
  
Furniture does not include fixed appliances such as ovens or dishwashers, but will include freestanding items such as fridges, microwaves, toasters, lounges, televisions, etc.

## Providing additional documents:

*If you have any additional files or information you would like the quantity surveyors to view before generating the report, you can email us at [support@austtaxonline.com.au](mailto:support@austtaxonline.com.au). Documents such as floor plans, strata plans and photos which are not available online are all useful in completing your report. The more detailed information you can provide, the more accurate your report will be.*

*If the property was built under your ownership, we will usually require a copy of your build contract or home warranty insurance to verify the build cost, in line with ATO requirements. **We are unable to accept Landlord’s insurance as it is agreed value, rather than fixed cost.***

*If you have carried out renovations or purchased furniture for your property, we will usually require tax invoices in order to include these in the report, particularly if we are not inspecting the property.*

*If any of the documents listed above are required by the quantity surveyors and are not received with your application, we will send you an email requesting this information once work has commenced on your report.*