

1. Personal details:

a) Name of property owner: _____ Percentage ownership: _____

b) Residential address: _____

c) Email address: _____

d) Contact number: _____

e) Alternate phone number: _____

2. Property Details:

a) Address of investment property: _____

Please include suburb, state and postcode.

b) Type of property (house, apartment, granny flat, townhouse, etc): _____

c) Was the property built under your ownership: Yes No

<p>If No:</p> <p>Purchase price: \$ _____</p> <p>Build cost (if known): \$ _____</p> <p>Date of exchange: _____</p> <p>Date of settlement: _____</p> <p>Date of first lease: _____</p> <p>Age of property if known: _____</p>	<p>If Yes:</p> <p>Build cost: \$ _____</p> <p>Date of completion: _____</p> <p>Date of first lease: _____</p> <p><i>*please attach a copy of your build contract if available. If build contract is unavailable, please contact us for other sufficient evidence.</i></p>
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d) Have you occupied the property for any period of time? Yes No

e) Has the property been renovated either by yourself, or previous owners: Yes No

If yes, please provide details:

Details of works (add more rows if required or attach summary document)	Cost of works	Date of works

Please note that tax invoices are required for any renovations that have been carried out yourself. If works carried out by previous owners, please provide details of works you believe have been carried out, exact dates and costs are not required unless known.

f) Have you provided any furniture for the tenants' use: Yes No

If yes, please provide details:

Furniture Item (add more rows if required or attach summary document)	Cost of item	Date of purchase

Please note that due to ATO regulations, we will be required to sight tax invoices for any furniture items to be included in the report. If your property was purchased after 9/5/17 and/or first rented after 1/7/17, you will only be able to claim furniture that is brand new at the time of lease.

3. Economy Checklist:

a) Is the property part of a complex? Yes No

If yes, number of residences in the complex: _____

This can be estimated by looking at the number of mailboxes at the front of the complex.

Total number of floors in the building: _____

b) Standard/ Quality of construction:

Construction method:

Double Brick Cavity Weatherboard Cladding

Brick Veneer Prefabricated Home

Estimated construction standard:

This considered the standard of fitout and finish, including quality of appliances, floor finishes, materials, etc.

Basic Medium High Prestige

c) Number of rooms:

Bedrooms: _____

Bathrooms: _____

Kitchens: _____

Loungerooms: _____

Dining Rooms: _____

Laundries: _____

Garages: _____

Car spaces/ undercover parking: _____

Covered pergola: Yes No

Other Rooms (please specify in detail): _____

d) Hydraulic services (Plumbing, Draining and Gas Fitting):

Hot Water service: Gas Electric Solar

Pumps: Yes No

If yes,
number of pumps: _____

Rainwater tanks: Yes No

If yes, material of tank: _____

Ducted Gas Heating: Yes No

e) Air Conditioning:

Ducted Air Conditioning: Yes No

Split System Air Conditioning: Yes No

If yes, number of systems: _____

Room/window mounted Air Conditioning Units: Yes No

If yes, number of systems: _____

f) Electrical services:

Intercom: Yes No

If yes, type of intercom: Audio Video

Ducted Vacuum System: Yes No

Burglar Alarm/ Security System: Yes No

Access Control Systems: Yes No

CCTV Systems: Yes No

Television Antenna – freestanding: Yes No

Ceiling Fans: Yes No

If yes, number of ceiling fans: _____

g) Fire Services:

- Hydrant Booster Pump: Yes No
- Fire Alarm – Bell: Yes No
- Fire Indicator Panel: Yes No
- Emergency Warden Intercom Speakers: Yes No
- Fire hose Reel and Nozzles: Yes No
- Fire Alarm – Heat/smoke
Detectors: Yes No
- Fire extinguishers: Yes No

h) Kitchen Appliances:

Type of benchtop:

- Granite Reconstituted Stone Laminate
- Timber Other – please specify: _____

Cooktop: Yes No

If yes, type of cooktop: Gas Electric Ceramic Induction

Underbench/wall oven: Yes No

Upright Stove: Yes No

Rangehood: Yes No

Dishwasher: Yes No

Electric Water Filter: Yes No

Garbage Disposal Unit (Insinkerator): Yes No

Comments: _____

i) Bedrooms:

Built in wardrobes: Yes No

Comments: _____

j) Bathroom/Ensuite Assets:

Freestanding accessories: Yes No

Includes shower caddies, soap holders, toilet brushes)

Shower Curtains: Yes No

Exhaust Fans: Yes No

Spa Bath: Yes No

Heated Towel Rack: Yes No

Comments: _____

k) Laundry assets:

Washing Machine: Yes No

Electric Clothes Dryer: Yes No

l) Floor Finishes:

Carpet: Yes No

If yes, specify which rooms: _____

Vinyl: Yes No

If yes, specify which rooms: _____

Prefinished/floating timber floors: Yes No

If yes, specify which rooms: _____

Tiles: Yes No

If yes, specify which rooms: _____

Polished Timber: Yes No

If yes, specify which rooms: _____

Other: Yes No

If yes, specify which rooms, and what material: _____

m) Window Coverings:

Blinds: Yes No

Type: Fabric Verticals Metal Venetians Timber Verticals
 Block out Screens Roller Blinds Other (detail below)

Specify which rooms have blinds: _____

Curtains: Yes No

Type: Lace Premade Curtains Custom Made Curtains

Specify which rooms have curtains: _____

n) External Equipment:

Tennis Court: Yes No

If Yes, material on court: _____

Swimming pool: Yes No

If yes, method of heating: _____

Pool Cover: Yes No

Sauna: Yes No

Common BBQ Area: Yes No

Motorised Pergola Louvres: Yes No

Motorised Window Shutters: Yes No

Solar Garden Lights: Yes No

Free-standing shed: Yes No

If yes, approximate size: _____m²

Motorised garage door/boom gate: Yes No

Automatic irrigation system: Yes No

Solar Panels: Yes No

If yes, approximate size in kw: _____

Installation costs after rebate: \$_____

o) Common Area Property:

Gym: Yes No

If yes, number of cardiovascular equipment: _____

Number of resistance equipment: _____

Elevators: Yes No

Garbage Chute: Yes No

4. Payment Terms and Client Authorisation:

Payment for your depreciation schedule must be made upfront, and before work on your depreciation schedule will commence. If invoice is selected as the payment method, an invoice will be emailed to you with details on making payment via Credit Card online, B-Pay or Direct Deposit.

AUTHORISATION:

I/We the undersigned hereby accept the fees, terms of use as listed on <https://www.austtaxonline.com.au/terms.php> and hereby authorise ATDS to locate construction documents, make all necessary enquiries and to access the property as required to complete the Tax Depreciation Schedule.

Sign here: _____ **Date:** __ / __ / __

If you are completing the forms on a computer, you may print your name instead of signing.

Please note that you will be sent a confirmation SMS upon receipt of your application form.

Payment details:

Payment method: **Credit Card** **Invoice**

If invoice, please leave credit card details blank and an invoice will be emailed to you upon receipt of your application forms. If paying by credit card, an official tax invoice will be included in your completed report.

Total invoice amount, including 10% GST: \$489.50

Credit card type: **Mastercard** **Visa**

Name on Card: _____

Card number: _____

Expiry date: __ / ____ **CVN:** ____

5. Submitting your forms:

Please review checklist and ensure the details you entered are correct and as accurate as possible. Your Tax Depreciation schedule will be based on the information provided on this checklist, as well as what is collected from the site inspection.

If you have multiple attachments to send through via email, please ensure the address of the property is in the subject heading of each email. Files such as build contracts, tax invoices, floor plans, strata plans, etc are all useful.

Please complete the above form and forward to our Head Office via:

EMAIL:

info@austtaxonline.com.au

POST:

ATDS
PO Box 255
Hurstville NSW 1481

OFFICE LOCATIONS:

Level 4,5 & 12, Plaza Building, 95 Pitt Street, Australia Square, **Sydney** NSW 2000
Level 10, 555 Lonsdale Street, **Melbourne** VIC 3000
Level 23, 127 Creek Street, **Brisbane** QLD 4000
Level 3, 267 St Georges Terrace, **Perth** WA 6000
Level 5, City Central, Tower 2, 121 King William Street, **Adelaide** SA 5000