

## QS DESKTOP REPORT APPLICATION FORMS

The cost of a QS DESKTOP REPORT is \$329 + GST for residential properties only and covers all metropolitan areas. If you have a commercial or industrial property, please contact us for an obligation free quote.

ATDS Tax Depreciation Schedules are written based on the Diminishing Value and Prime Cost Methods, which highlight the depreciation of both the Plant and Equipment and Section 43 Capital Works.

Your report will contain the following information:

- ✓ A method statement
- ✓ Details derived from our desktop analysis
- ✓ A summary and detailed information for both methods of depreciation (prime cost and diminishing value)
- ✓ Low-value and low-cost pooling legislation is used to accelerate deductions under the diminishing value method for all plant and equipment assets.
- ✓ Valid for the ATO specified life of the property – 40 years
- ✓ Graphical representation of yearly and cumulative claims
- ✓ Signed certification of the report by a qualified Quantity Surveyor



**RE: Tax Depreciation Schedule for an investment property:**

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In order to carry out your depreciation schedule, please provide the following details.

**Description of the property (select one):** Unit  | House  | Townhouse  | Villa  |

1. Name of the property owner:
2. Address of the investment property:
3. Age of the property:
4. Any renovations (If yes, provide additional details): Yes   No
5. Is the property furnished? (If yes, provide additional details): Yes   No
6. A copy of the strata plan attached if available: Yes  No
7. A copy of the floor plans attached if available: Yes  No
8. Purchase price: \$
9. Build cost (if known - plus any additional items): \$
10. Date of exchange:
11. Date of settlement:
12. Date of first lease or schedule start date (if schedule is required to be back dated):
13. Your residential address:
14. Phone Number (h):
15. Email:  
(please provide your email address, as all reports are emailed)
16. Mobile Number:  
(updates will be sent via SMS if mobile number provided)
17. Alternate Contact Number:

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# QS Desktop Application Forms - \$329 + GST

**How did you hear about A.T.D.S (select one):**

- **Word of mouth:** Referred by Accountant / Real estate agent / Family member / Friend / Colleague / Developer (please circle)
- **Online using search engine:** Google / Yahoo / Sensis / MSN / Windows Live / Yellow Pages online / Link from another website (please circle)
- **Traditional Media:** Yellow Pages book / Newspaper article / Magazine article / Brochure / Radio (please circle)

**Please provide your property managers details so we may discuss inclusions within the property with them (if required):**

<i>Agent</i>	
<i>Contact</i>	
<i>Phone</i>	
<i>Mobile</i>	
<i>Email</i>	
<i>Address</i>	

**Our fees to carry out the schedule are listed below:**

## **Site Visit**

**To carry out the above services, our fee would be: \$329.00 plus \$32.90 GST, totaling \$361.90 GST Inclusive.**

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

**Email : [support@austrtaxonline.com.au](mailto:support@austrtaxonline.com.au)**

**Post:**

## **ATDS**

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

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## Attachments

Additional files to be attached? Yes  No

*(You can send furniture lists, floor plans, photos. All these items help with creating your tax depreciation schedule.)*

## Payment Terms & Client Authorisation

Payment for your depreciation schedule must be made upfront and before work on your report will commence. Please continue to the Credit Card Authorisation form on page 5 to make payment via credit card. If you do not wish to pay via credit card, an invoice will be issued with details on making payment via B-Pay, Direct Deposit, Money Order or Cheque.

To complete your application process, please sign the client authorisation on page 6 and forward the forms to our head office as per the contact details on page 3 of this application form.

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CLIENT'S PHONE NUMBER:

CLIENT'S INVESTMENT PROPERTY ADDRESS:

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## Client Authorisation

Should you wish to proceed, please sign below, confirming your acceptance of the terms and conditions as listed on [www.austtaxonline.com.au](http://www.austtaxonline.com.au) and email or post it to our office. If you do not wish to pay via credit card, please leave these details blank and we will email an invoice with other payment options.

Email: [support@austrtaxonline.com.au](mailto:support@austrtaxonline.com.au)

Assuring you our best attention at all times.

**Total Invoice Amount inc GST: \$361.90**

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Credit Card Type – please tick

Master Card:       Visa Card:

Credit Card Number:

Expiry Date:

/

Credit Card Verification Number:

**What is a Card Verification Number (CVN)?** This is a 3 digit code that provides extra security for online payments. For Visa, MasterCard and Diners, this is the last 3 digits on the back of the signature panel.

Name on Card:

Authorisation Signature:

**Australian Tax Depreciation Services Pty Limited**

ABN | 28 105 828 448

P: 1300 295 899

email | [support@austrtaxonline.com.au](mailto:support@austrtaxonline.com.au)

[www.austtaxonline.com.au](http://www.austtaxonline.com.au)

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## Client Authorisation

**Should you wish to proceed, please sign below, confirming your acceptance of the terms and conditions and email or post it to our office.**

Assuring you our best attention at all times.

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### AUTHORISATION

I/We the undersigned hereby accept the fees and hereby authorise Australian Tax Depreciation Services to locate construction documents, make all necessary enquiries and to access the property as required to complete the Tax Depreciation Schedule.

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

.....  
Signed & Accepted by:

Date

Thank you for completing our **QS DESKTOP APPLICATION FORMS**.

For fastest turn around time, please **submit your forms** to our head office via email

#### EMAIL

[support@austrtaxonline.com.au](mailto:support@austrtaxonline.com.au)

#### PHONE

1300 295 899

Forms can also be submitted by post to:

#### ATDS

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Level 3, 267 St Georges Terrace, **Perth** WA 6000

Level 5, City Central, Tower 2, 121 King William Street, **Adelaide** SA 5000

Once we have received your forms, you will be sent a confirmation SMS.

For more information or to talk to an expert please give us a call.

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