

1. Personal details:

a) Name of property owners: _____ 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, granny flat, townhouse, apartment, etc): _____

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

<p>If No: Purchase price: \$ _____ Build cost (if known): \$ _____ Date of exchange: _____ Date of settlement: _____ Date of first lease: _____ Age of property if known: _____</p>	<p>If Yes: Build cost: \$ _____ Date of completion: _____ Date of first lease: _____ <i>*please attach a copy of your build contract if available. If not available, 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 will be required for any works carried out during your ownership. 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. Property agent's details:

Name of agency:	
Property manager:	
Email address:	
Phone number:	

If not currently with an agent, please provide details of who to contact for the inspection.

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: \$654.50

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