

2026 RENTALS CHECKLIST



Info required

Not all items in this checklist will apply to every rental property. Please review the list and provide only the information relevant to your circumstances.

1. Engagement Letter

- Signed engagement letter for services provided by NLA

2. Property Details

- Was the property **fully tenanted** for the year?
*(If no, explain the reason and dates of any **vacancy**)*
- Year-end summary from your **property manager**
- Rental statements showing **rent received** for the two months **after year-end**
- Details of any **property visits** (inspection or business-related travel)
- Supporting invoices OR number of kilometres travelled for property visits

3. Residential Property Sales (if applicable)

- Copy of the **Sale and Purchase Agreement**
- Lawyer's **settlement statement**

4. Property Expenses

- Insurance premiums documentation/policies
- Repairs & maintenance (over \$1,000)
- Rates
- Legal fees (with supporting documents)
- Expenses paid in cash or from personal funds
- Any **new assets purchased** (e.g. appliances, equipment)

5. Rental Property Loans

- Copies of any **loan or hire purchase documents** received during the year
- Details of any **new loans drawn down** during the year

6. Bank Statements & Transaction Records

- Bank statements clearly showing **all rental property transactions**
- Bank statement as at **year-end**
- CSV file downloaded** from internet banking showing **first month's** transactions **after** year-end

Additional information may be requested once preparation of your financial statements has commenced, should anything further be required to complete them accurately.