
DEPRECIATION REPORT - CHECKLIST

CLIENT DETAILS

Client Name : **Phone :**

Mailing Address :

Report to be Addressed to :

PROPERTY DETAILS

Investment Property Address :

Description of the Property :
[eg - 3 or 4 bedroom house or unit or factory]

Are the original building costs known ? Yes / No *[check the Contract of Sale]*

Have depreciation allowances been claimed by previous owners ? Yes / No *[check the Contract of Sale]*

Your Purchase Price \$ *[excluding land costs]*

Settlement Date / First Rental Date
*[ie – first available rental date or provide the date of Council’s Occupation Certificate *]*

Date of Construction
*[Check first inspection date with Council *]*

Are copies of the floor plan, sewer/drainage diagram, and site plan *[if a unit development]* available ? Yes / No *[if no, contact Council*]*

Provide a list any of recent improvements you made to the property & approximate date ?
.....
.....
[eg – curtains, blinds, carpet, etc but not repairs]

Is the property furnished or a serviced apartment : Yes / No
[ie – do you own any furniture, or the washing machine, fridge, etc]

Provide the name of the Real Estate Agent / Private Tenant [+ Phone Number] :
[ie – to arrange a suitable time for an inspection of the property]

* As the owner of the property, you are entitled to access the local Council files to obtain the above information for the purposes of ascertaining depreciation allowances. Council’s may charge a small administration fee for providing this information but this is required to complete a professional depreciation report, and is considered valuable information to have on your files as the owner of the property.
If required, this information can be mailed directly to this office, and copies will be provided on completion of the report.