RENTAL PROPERTY SCHEDULE

Property, ownership & rental use

Complete one schedule per property per income year. Leave amounts blank if unknown; attach details.

Client name / reference

Income year ending 30 June / property reference

Property address

Property type / country

Property manager / contact details

Purchase contract date / settlement date

Purchase price (AUD) / acquisition cost reference

First available for rent (date)

Sale contract / settlement dates (if sold)

Legal ownership - list all owners and their interests

Owner name	Ownership %	Interest / title notes

Ownership type / changes and effective dates

This client ownership % (agent to verify)

Rental availability and private use during the income year

Dates rented / number of days

Vacant but genuinely available: dates / days

Private use / unavailable periods and reasons

Part-property use / below-market rent details

Provide dates, floor area and supporting details for any mixed use or apportionment.

GPA PROFESSIONALS

RENTAL PROPERTY SCHEDULE

Rental income & expense worksheet

Enter whole-property amounts before ownership allocation. Agent reviews deductibility and apportionment.

Client name / reference	Income year ending 30 June / property reference

Income - gross amounts before management fees and other expenses

Item	Property total (AUD)	Evidence / notes
Gross rent received		
Other rental income / retained bond		
Insurance recoveries / reimbursements		

Expenses - separate categories for Xero Tax preparation

Expense category	Property amount (AUD)	Evidence / adjustments
Advertising for tenants		
Body corporate fees		
Borrowing expenses		
Cleaning		
Council rates		
Capital allowance		
Gardening		
Insurance		
Interest		
Land tax		
Legal fees		
Pest control		
Agents fees		
Repairs		
Capital works		
Office supplies		
Travel		
Water		
Sundry		

Enter amounts from your records. If unsure, leave blank and attach the statement or invoice.
Capital allowance, capital works and borrowing expense deductions will be worked out by your tax agent.

RENTAL PROPERTY SCHEDULE

New purchases, improvements & notes

List major purchases or work completed at the property. Attach invoices; your tax agent will classify the costs.

Client name / reference

Income year ending 30 June / property reference

Purchases and work completed (if applicable)

Examples: appliances, flooring, bathroom renovation or an extension.

What was purchased / what work was done?	Date	Cost (AUD)	Invoice ref.

Supporting documents

☐ Purchase / renovation invoices attached

☐ Depreciation report attached (if available)

Anything else we should know about the property or these expenses?

No depreciation or borrowing expense calculations are required from you.

RENTAL PROPERTY SCHEDULE

Supporting records & agent reconciliation

Preparation workpaper only. Amounts do not calculate automatically and are not submitted to Xero Tax.

Client name / reference

Income year ending 30 June / property reference

Documents received - unchecked items may be missing or not applicable

- ☐ Agent annual rental statement
- ☐ Invoices / receipts / rates notices
- ☐ Loan and refinance statements
- ☐ Depreciation / capital works report
- ☐ Purchase / sale settlement records
- ☐ Ownership / rental-use evidence

Missing documents / questions / unusual transactions

Reconciliation - office use only

Item	Whole property (AUD)	This client (AUD)
Total assessable rental income		
Other deductible expenses (excl. below)		
Deductible interest		
Borrowing expense deduction		
Capital allowance / capital works		
Total allowable deductions		
Net rental income / (loss)		

Apply rental-use adjustments and ownership allocation; document any owner-specific treatment.

Apportionment / reconciliation workpaper reference

Xero Tax rental schedule reference

Prepared by / date

Reviewed by / date

Category reference: ATO Rental properties guide 2025. Check rules for the selected income year.
ato.gov.au/forms-and-instructions/rental-properties-2025