

1. Personal details:

a) Name of property owner: \_\_\_\_\_ 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, apartment, granny flat, townhouse, etc): \_\_\_\_\_

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

<p><b>If No:</b></p> <p>Purchase price: \$ _____</p> <p>Build cost (if known): \$ _____</p> <p>Date of exchange: _____</p> <p>Date of settlement: _____</p> <p>Date of first lease: _____</p> <p>Age of property if known: _____</p>	<p><b>If Yes:</b></p> <p>Build cost: \$ _____</p> <p>Date of completion: _____</p> <p>Date of first lease: _____</p> <p><i>*please attach a copy of your build contract if available. If build contract is unavailable, 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 are required for any renovations that have been carried out yourself. 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. Economy Checklist:

a) Is the property part of a complex?  Yes  No

If yes, number of residences in the complex: \_\_\_\_\_

This can be estimated by looking at the number of mailboxes at the front of the complex.

Total number of floors in the building: \_\_\_\_\_

b) Standard/ Quality of construction:

**Construction method:**

Double Brick Cavity  Weatherboard Cladding

Brick Veneer  Prefabricated Home

**Estimated construction standard:**

This considered the standard of fitout and finish, including quality of appliances, floor finishes, materials, etc.

Basic  Medium  High  Prestige

c) Number of rooms:

Bedrooms: \_\_\_\_\_

Bathrooms: \_\_\_\_\_

Kitchens: \_\_\_\_\_

Loungerooms: \_\_\_\_\_

Dining Rooms: \_\_\_\_\_

Laundries: \_\_\_\_\_

Garages: \_\_\_\_\_

Car spaces/ undercover parking: \_\_\_\_\_

Covered pergola:  Yes  No

Other Rooms (please specify in detail): \_\_\_\_\_



**g) Fire Services:**

- Hydrant Booster Pump:  Yes  No
- Fire Alarm – Bell:  Yes  No
- Fire Indicator Panel:  Yes  No
- Emergency Warden Intercom Speakers:  Yes  No
- Fire hose Reel and Nozzles:  Yes  No
- Fire Alarm – Heat/smoke Detectors:  Yes  No
- Fire extinguishers:  Yes  No

**h) Kitchen Appliances:**

**Type of benchtop:**

- Granite  Reconstituted Stone  Laminate
- Timber  Other – please specify: \_\_\_\_\_

**Cooktop:**  Yes  No

If yes, type of cooktop:  Gas  Electric  Ceramic  Induction

**Underbench/wall oven:**  Yes  No

**Upright Stove:**  Yes  No

**Rangehood:**  Yes  No

**Dishwasher:**  Yes  No

**Electric Water Filter:**  Yes  No

**Garbage Disposal Unit (Insinkerator):**  Yes  No

Comments: \_\_\_\_\_

**i) Bedrooms:**

**Built in wardrobes:**  Yes  No

Comments: \_\_\_\_\_

**j) Bathroom/Ensuite Assets:**

**Freestanding accessories:**  Yes  No

*Includes shower caddies, soap holders, toilet brushes)*

**Shower Curtains:**  Yes  No

**Exhaust Fans:**  Yes  No

**Spa Bath:**  Yes  No

**Heated Towel Rack:**  Yes  No

*Comments:* \_\_\_\_\_

**k) Laundry assets:**

**Washing Machine:**  Yes  No

**Electric Clothes Dryer:**  Yes  No

**l) Floor Finishes:**

**Carpet:**  Yes  No

*If yes, specify which rooms:* \_\_\_\_\_

**Vinyl:**  Yes  No

*If yes, specify which rooms:* \_\_\_\_\_

**Prefinished/floating timber floors:**  Yes  No

*If yes, specify which rooms:* \_\_\_\_\_

**Tiles:**  Yes  No

*If yes, specify which rooms:* \_\_\_\_\_

**Polished Timber:**  Yes  No

*If yes, specify which rooms:* \_\_\_\_\_

**Other:**  Yes  No

*If yes, specify which rooms, and what material:* \_\_\_\_\_

\_\_\_\_\_

**m) Window Coverings:**

- Blinds:**  Yes  No
- Type:  Fabric Verticals  Metal Venetians  Timber Verticals  
 Block out Screens  Roller Blinds  Other (detail below)

Specify which rooms have blinds: \_\_\_\_\_

- Curtains:**  Yes  No
- Type:  Lace  Premade Curtains  Custom Made Curtains

Specify which rooms have curtains: \_\_\_\_\_

**n) External Equipment:**

- Tennis Court:**  Yes  No

If Yes, material on court: \_\_\_\_\_

- Swimming pool:**  Yes  No

If yes, method of heating: \_\_\_\_\_

- Pool Cover:  Yes  No

- Sauna:**  Yes  No

- Common BBQ Area:**  Yes  No

- Motorised Pergola Louvres:**  Yes  No

- Motorised Window Shutters:**  Yes  No

- Solar Garden Lights:**  Yes  No

- Free-standing shed:**  Yes  No

If yes, approximate size: \_\_\_\_\_m<sup>2</sup>

- Motorised garage door/boom gate:**  Yes  No

- Automatic irrigation system:**  Yes  No

- Solar Panels:**  Yes  No

If yes, approximate size in kw: \_\_\_\_\_

Installation costs after rebate: \$\_\_\_\_\_

**o) Common Area Property:**

- Gym:**  Yes  No

If yes, number of cardiovascular equipment: \_\_\_\_\_

Number of resistance equipment: \_\_\_\_\_

- Elevators:**  Yes  No

- Garbage Chute:**  Yes  No

#### 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.mydepreciation.com.au/terms.php> and hereby authorise My Depreciation Pty Ltd 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: \$482.90**

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@mydepreciation.com.au](mailto:info@mydepreciation.com.au)

### POST:

My Depreciation  
PO Box 255  
Hurstville NSW 1481

### OFFICE LOCATIONS:

Level 20 & 21, Tower 2 Darling Park, 201 Sussex Street, **Sydney** NSW 2000  
Level 13, 50 Cavill Avenue, **Surfers Paradise**, Gold Coast, QLD 4217  
Level 14, 380 St Kilda Road, **Melbourne** VIC 3004  
Level 29, 221 St Georges Terrace, **Perth** WA 6000  
Level 21, 25 Grenfell Street, **Adelaide** SA 5000