

## 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><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 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:

<b>Name of agency:</b>	
<b>Property manager:</b>	
<b>Email address:</b>	
<b>Phone number:</b>	

*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.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: \$647.90**

**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