

End Of Financial Year Landlord Checklist

As the end of the financial year approaches, now is the ideal time to review your investment property records and ensure you're making the most of every available deduction. A little preparation now can help simplify tax time, reduce stress and potentially improve your investment property's overall performance. Use this checklist to stay organised, meet your obligations and maximise your EOFY opportunities.

Income & Financial Records

- Review all rental income received
- Include insurance claims and reimbursements
- Download annual loan statements
- Confirm total interest charged during the financial year
- Check land tax assessments and payments (if applicable)
- Book an appointment with your accountant

Tax Deductions & Expenses

Operating Expenses

- Property management fees
- Council rates
- Water rates
- Landlord insurance premiums
- Advertising and leasing costs
- Strata levies (if applicable)
- Loan interest expenses

Repairs & Maintenance

- Gather invoices for repairs completed during the year
- Ensure all maintenance invoices have been paid and documented
- Retain supporting receipts and contractor details

Capital Improvements

- Separate repairs from capital improvements
- Keep records for renovations and upgrades
- Retain invoices for appliances, air conditioners and fixtures
- Document flooring, painting and structural improvements

Depreciation & Asset Reviews

Depreciation

- Confirm you have a current depreciation schedule
- Speak with a qualified quantity surveyor if required
- Update depreciation schedules following renovations or asset purchases

Assets Purchased

- Record all new plant and equipment assets
- Keep purchase receipts and installation costs
- Provide details to your accountant

Compliance & Property Safety

Safety Requirements

- Confirm smoke alarm compliance requirements have been met
- Retain smoke alarm servicing certificates
- Complete any required electrical safety checks
- Complete gas safety checks (where applicable)

Additional Compliance

- Retain pool or spa compliance certificates (if applicable)
- Check window safety device requirements (if applicable)
- Keep copies of all compliance documentation

Property Management & Documentation

Tenancy Records

- Retain lease agreements
- Keep bond lodgement records
- Store property condition reports
- Download rent ledgers and payment records
- Retain end-of-tenancy documentation

Vacancy & Leasing

- Keep evidence of periods the property was available for rent
- Retain advertising invoices and marketing records
- Review tenant demand and local market conditions

EOFY Filing & Organisation

Record Keeping

- Create a digital EOFY folder
- Store all receipts, invoices and statements in one location
- Save insurance renewal documents
- Retain compliance certificates and reports
- Ensure all documentation is readily available for your accountant

Investment Performance Review

Rental Return

- Compare current rent against market rates
- Review lease renewal opportunities
- Assess overall property performance

Finance & Strategy

- Review fixed-rate or interest-only loan expiry dates
- Assess cash flow and holding costs
- Review ownership structure with your accountant or adviser if circumstances have changed

Anything else

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Important Reminder

This checklist is intended as general information only and does not constitute financial, legal or taxation advice. Tax laws and tenancy regulations vary between states and individual circumstances. Always seek advice from a qualified accountant, tax adviser or property professional regarding your specific situation.