

In order to carry out your depreciation schedule, could you please provide the following details.

**Description of the property (circle one):** Unit / House / Townhouse / Villa

1. Name of the property owner: .....
2. Address of the investment property: .....
3. Age of the property: .....
4. Details of any renovations carried out (use separate page if required):.....
5. Is the property furnished? Please provide a list of items (use separate page if required):.....
6. A copy of the strata plan (if available). This has details of your strata entitlement:
7. Floor plans if available.
8. Purchase price: \$ .....
9. Legal costs associated with the purchase: \$ .....
10. Stamp duty costs: \$ .....
11. Date of exchange: .....
12. Date of settlement: .....
13. Date of first lease (if not settlement date) or schedule start date (if schedule is required to be back dated): .....
14. Your residential address:.....  
(This is the address where you are residing not your investment property address)
15. Phone Number (h): .....
16. Email: .....
- (please provide your email address, as all reports are emailed.
17. Phone Number (w): .....
18. Mobile Number: .....
19. Fax Number: .....
20. Accountants Details (Name & number): .....
21. Would you like a copy of your report mailed to you. This incurs an additional cost of \$15.00 (plus GST) for printing and postage.. You will receive a colour bound copy of your report. Yes  No
22. Would you like a Residex Comparative Market Analysis Report at an additional cost of \$30.00 (plus GST). You will receive a emailed copy of your Residex report – which includes a price estimate for your property along with demographic information, comparable sales in the area, and predicted future economic factors.  
Yes  No
23. Do you have a promo / voucher code? Yes  No . Please enter promo / voucher code: .....
24. Would you like Corpred to call you to advise you about additional products and services that we offer including:
  - A). Pre purchase pest and building inspection reports with free current market appraisals. Yes  No
  - B). Home loan and investment property loan reviews. Yes  No
  - C). Buyers agent services (assisting you with your next property purchase). Yes  No
  - D). Insurance replacement cost valuations. Yes  No

**How did you hear about Corpred (circle one):**

- Word of mouth:** Referred by Accountant / Real estate agent / Family member / Friend / Colleague / Developer (please circle)
- Online using search engine:** Google / Yahoo / Sensis / MSN / Windows Live / Yellow Pages online / Link from another website (please circle)
- Traditional Media:** Yellow Pages book / Newspaper article / Magazine article / Brochure / Radio (please circle)

**Our fee includes for a site visit, which is to be arranged through the following Agent (Property Manager):**

Agent	
Contact	
Phone	
Facsimile	
Email	
Address	

**Please complete the above form and fax it to our Head Office on:**

**1300 854 207 or Email it to : [info@corpred.com.au](mailto:info@corpred.com.au)**

## A Guide to Completing Forms

**Name of the property owner:** This should be the name as it appears on the Contract of Sale.

**Address of the investment property:** This is obviously the address of the property you are wishing to have the depreciation schedule carried out on.

**Age of the property:** What is the approximate age of the property from the time it was completed up to today's date, eg. 6 years old.

**Details of any renovations carried out:** List here any renovations carried out by yourself since you have owned the property or that you may think have been carried out since 27th February 1992. If possible list the year of the renovation and your best estimate of likely cost. Our consultants will value them on site. Use a separate page if required. A typical response may be as follows:

- } Repainted unit in 2002 – cost \$2,600
- } New carpet in 2001 – cost \$2,150
- } New light fittings – cost \$650
- } Tiled balcony by previous owner – Cost unknown / date unknown – maybe 6 years old

**Is the property furnished:** Provide a list of furniture items and fittings (inventory list) Your managing agent should have a copy of this, which will be signed by your tenants upon acceptance of the lease agreement. Also provide approximate costs of the items (if known).

**A copy of the strata plan:** This is applicable to units, townhouses, villas, commercial and industrial suites only. The strata plan is a document highlighting your particular entitlement amongst the entire development. It also has a layout of your particular property. This is not necessary if you require us to inspect the property.

**Floor plans:** If available, please include floor plans. This is not necessary if you require us to inspect the property.

**Purchase Price:** This is the amount stated within the contract. For commercial and industrial properties, the amount stated should be GST exclusive.

**Stamp Duty Costs:** This is the amount of stamp duty payable to the Office of State Revenue. This is for reporting purposes only. Your accountant will deal with this amount separately.

**Legal Costs associated with the purchase:** This is the amount for conveyancing fees associated with your purchase. This is for reporting purposes only. Your accountant will deal with this amount separately.

**Date of Exchange:** This is the date that contracts were exchanged.

**Date of Settlement:** This is the date that the property settled and you took ownership of it.

**Date of first lease:** If the property was bought as an investment property and it was available for rent from the date of settlement, then the date of first lease would be the same as the date of settlement.

If you lived in the property for a few years prior to renting it out, then the date of first lease would be the date that the property became available for rent (i.e. you signed an agency agreement or you advertised it for rent).

If you require your schedule to be back dated, please insert the date that you would like the schedule to commence. Remember, this date must be the date at which the property was available for rent.

**Your residential Address:** This should be the address where you currently reside (not your investment property address).

**Phone Number (h):** Please include your phone number so we may contact you should we have any queries.

**Email:** Please include your email so we may contact you should we have any queries.

**Phone Number (w):** Please include your phone number so we may contact you should we have any queries.

**Phone Number (m):** Please include your phone number so we may contact you should we have any queries.

**Facsimile Number (f):** Please include your fax number so we may contact you should we have any queries. If you would like us to call you before we send a fax please state this on the form.

**Accountant's Details:** Please include your accountant's details so we can answer any queries that they may have with ease and liaise with them directly if required.

## Client Authorisation

Should you wish to proceed, please sign below, confirming your acceptance of the terms and conditions as listed on [www.corpred.com.au](http://www.corpred.com.au) and fax it, email or post it to our office with the application form & client authorisation).

Assuring you our best attention at all times.

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### **AUTHORISATION**

I/We the undersigned hereby accept the fees, terms of use as listed on <http://www.corpred.com.au/bronze/terms-of-use-agreement/> and hereby authorise Corpred Enterprises Pty Ltd to locate construction documents, make all necessary enquiries and to access the property as required to complete the Tax Depreciation Schedule.

Yours Sincerely

.....  
Kaylene Sanders  
Marketing Manager

.....  
Print name

*Please note that you will be sent a confirmation email upon receipt of your application form.*