

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

Description of the property (select one): Unit ☐ | House ☐ | Townhouse ☐ | Villa ☐ |

1. Name of the property owner:
2. Address of the investment property:
3. Age of the property:
4. Has the property been renovated? (if yes, provide details on page 5): Yes ☐ No ☐
5. Is the property furnished? (if yes, provide details on page 5): Yes ☐ No ☐
6. A copy of the strata plan attached if available: Yes ☐ No ☐
7. A copy of the floor plans attached if available: Yes ☐ No ☐
8. Purchase price: \$
9. Build cost: \$
10. Date of completion (if built under your ownership):
11. Date of exchange:
12. Date of settlement:
13. Date of first lease:
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:

How did you hear about Corpred (select one):

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

Our fees to carry out the schedule are listed below:

To carry out the above services, our fee would be: **\$438.00 plus \$48.80 GST, totalling \$481.80 GST Inclusive.**

Please complete the above form, as well as the below checklist and forward to our Head Office via:

EMAIL to:

info@corpred.com.au

or POST to:

CORPRED ENTERPRISES

Level 13, 135 King Street, **Sydney** NSW 2000

Ground floor, 430 Little Collins Street, **Melbourne** VIC 3000

Level 10, 15 Green Square Close, **Fortitude Valley** QLD 4006

Level 3, 169 Fullarton Road, **Dulwich** SA 5065

The Garden Office Park, Level 2 Building C, 355 Scarborough Beach Road, **Osborne Park** WA 6017

Silver Checklist

Property Details

Please select the closest match for the type of property:

Property Type: House ☐ | Unit ☐ | Townhouse ☐ | Villa ☐ | Serviced Apartment ☐ |
Holiday House ☐ | Chalet ☐ | Granny Flat ☐ | Other ☐ If other please specify:

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 yrs old)

Is the property part of a complex?

Please estimate the total number of units/villas/townhouses in the complex:

Total number of units/villas/townhouses:

This can be found by looking at the number of mailboxes at the front of the complex (excluding the mailbox for the strata/building manager)

Please estimate the number of floors in the entire building:

Total number of floors:

Standard/Quality of Construction

Please select the most appropriate method of construction for the building:

Construction method (select one): Double brick cavity ☐ Weatherboard cladding ☐
Brick Veneer ☐ Prefabricated Home ☐

Please estimate the construction standard:

Construction Standard (select one)

- ☐ **Basic** - Standard fitout and finish
- ☐ **Medium** - A grade above the basic level of finish. May include better quality of appliances, floor finishes, etc
- ☐ **High** - A grade above Medium, includes for high quality appliances, floor finishes, superior materials used
- ☐ **Prestige** - Highest level of fitout and finish. Includes for high- end appliances, floor finishes, sanitary ware, fixtures and fitments

Renovation

Details of renovations and improvements (if applicable):

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 by previous owners. For renovations done by you list the date of the renovation and the cost. (receipts may be required) A typical response may be as follows:

- *Repainted unit in July 2014 – cost \$2,600*
- *New carpet 2nd April 2017 – cost \$2,150*
- *New light fittings 2nd April 2017 – cost \$650*
- *Tiled balcony by previous owner – Cost unknown / date unknown – maybe 6 years old*

Furnishings

List of furniture items and fittings - inventory list (if applicable):

Your managing agent should have a copy of this, which will be signed by your tenants upon acceptance of the lease agreement. If furniture was provided by you to the tenants please advise the cost and date purchased and provide copies of any receipts.

An example would be:

- *Beds: \$1,800 1st April 2018*
- *Microwave: \$285 1st August 2017*
- *Cutlery: \$95 23rd August 2017*

Furniture includes items that are supplied by the landlord, are removable and do not form part of the building.

Items such as dishwashers, ovens, cooktops, blinds, etc are fixed in place and considered part of the building.

****For extensive lists of renovations and/or furnishings please compile an excel spreadsheet and attach separately to this application form.***

Property description

Please specify which rooms are included within the property:

Number of bedrooms:

Number of bathrooms:

(Ensuite also counts as a bathroom)

Number of kitchens:

Number of lounge rooms:

Number of dining rooms:

Number of laundries:

Any other rooms:

Please specify in detail:

Other

Number of car spaces/undercover parking:

Number of garages:

Covered pergola:

(Please specify any other items that may affect the cost of construction eg. sloping site, poor foundations, difficult access, etc)

Building Services

Please select the building services applicable to your investment property:

Hydraulic Services (Plumbing, Draining and Gas Fitting)

Hot water service (select one): Gas ☐ Electric ☐ Solar ☐

Are there any pumps on the property?

(eg: rainwater tank, stormwater detention tank, septic tank)

Pumps: Yes ☐ No ☐

Number of Pumps:

Ducted Gas Heating: Yes ☐ No ☐

Mechanical Services (Air-conditioning)

Ducted Air-conditioning: Yes ☐ No ☐Split system air-conditioning: Yes ☐ No ☐

Number of split air-conditioning systems:

Room/window mounted air-conditioning units: Yes ☐ No ☐

Number of room/window mounted air-conditioning units:

Electrical Services (Electrical, Data & Communications)

Intercom: Yes ☐ No ☐What type of intercom (select one): Video ☐ Audio ☐Ducted Vacuum System: Yes ☐ No ☐Burglar alarm/security system: Yes ☐ No ☐Access control systems: Yes ☐ No ☐Closed Circuit Television Systems: Yes ☐ No ☐Television antennas – freestanding: Yes ☐ No ☐Ceilings fans: Yes ☐ No ☐

Number of ceilings fans:

Fire Services

Hydrant booster pump: Yes ☐ No ☐Fire alarm – bell: Yes ☐ No ☐Fire indicator panel (FIP): Yes ☐ No ☐Emergency warden intercom speakers (EWIS): Yes ☐ No ☐Fire hose reels & nozzles: Yes ☐ No ☐Fire alarm - heat/smoke: Yes ☐ No ☐Detectors: Yes ☐ No ☐Fire extinguishers: Yes ☐ No ☐**Kitchen appliances**

Please identify the building services applicable to your investment property:

Type of benchtop (select one): Granite ☐ Reconstituted Stone ☐ Laminate ☐ Timber ☐ Other ☐

If Other please specify:

Cooktop: Yes ☐ No ☐

Select cooktop type (select one): Gas ☐ Electric ☐ Ceramic ☐

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 ☐

Bedrooms

Please identify if following assets are applicable to the bedrooms in your investment property:

Built in wardrobes: Yes ☐ No ☐

(This includes incorporating doors, fixed fittings and mirrors)

*Any other comments:

Bathroom/Ensuite Assets

Please identify if following assets are applicable to the bathrooms in your investment property:

Accessories, freestanding: Yes ☐ No ☐

(Including shower caddies, soap holders, toilet brushes)

Shower curtains: Yes ☐ No ☐

Exhaust fans: Yes ☐ No ☐

Spa bath: Yes ☐ No ☐

Heated towel rails: Yes ☐ No ☐

*Any other comments:

Laundry Assets

Please indicate if the following assets are included in your investment property:

Washing machine: Yes ☐ No ☐

Electric clothes dryer: Yes ☐ No ☐

Floor finishes

Please indicate if the following floor finishing's are included in your investment property:

Carpet: Yes ☐ No ☐

Specify which rooms are carpeted:

Vinyl: Yes ☐ No ☐

Specify which rooms have vinyl:

Prefinished/Floating timber floors: Yes ☐ No ☐

Specify which rooms have pre-finished/floating flooring:

Tiles: Yes ☐ No ☐

Specify which rooms have floor tiles:

Timber – Polished: Yes ☐ No ☐

Specify which rooms have timber floors:

(Timber floors form part of the capital works allowances and are not treated as individual items of plant and equipment.)

Window coverings

Please indicate if the following window coverings are included in your investment property:

Property has blinds to windows: Yes ☐ No ☐

Type of blinds installed (select one): Fabric Verticals ☐ Metal Venetians ☐ Timber Verticals ☐ Block Out Screens ☐ Roller Blinds ☐

Specify which rooms have blinds:

Property has curtains to windows: Yes ☐ No ☐

Type of curtains installed (select one): Lace ☐ Premade Curtains ☐ Custom Made Curtains ☐

Specify which rooms have curtains:

Any other comments:

External equipment

Please indicate if the following external equipment is included in your investment property:

Tennis court: Yes ☐ No ☐

Material on the tennis court (select one): Artificial Grass ☐ Concrete – painted ☐ Clay ☐ Other ☐
Please specify:

Swimming pool: Yes ☐ No ☐Method of heating (select one): Solar ☐ Gas ☐ Electric ☐ Not Heated ☐Spa: Yes ☐ No ☐*(The term spa refers to an outdoor spa, perhaps adjacent a pool, and not spa bath)*Method of heating (select one) Solar ☐ Gas ☐ Electric ☐ Not Heated ☐Sauna: Yes ☐ No ☐Common BBQ area: Yes ☐ No ☐Motorised pergola louvers: Yes ☐ No ☐Motorised window shutters: Yes ☐ No ☐Solar garden lights: Yes ☐ No ☐Free-standing shed: Yes ☐ No ☐

Approximate shed size:

Motorised garage door/boom gate: Yes ☐ No ☐Automatic irrigation system: Yes ☐ No ☐*(Includes garden watering installations - control panels, pumps, timing devices)*

Common area property

Please indicate if your property has any of the following common property assets (only applicable to villas, townhouse, units or apartments)

Gym: Yes ☐ No ☐Cardiovascular equipment (select one): 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8+ ☐*(Cardiovascular equipment includes exercise bikes, treadmills, rowing machines etc.)*Resistance equipment (select one): 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8+ ☐*(Resistance equipment refers to freestanding weight machines)*Elevators (select one): 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8+ ☐Garbage chute Yes ☐ No ☐

Attachments

Additional files to be attached? Yes ☐ No ☐*(You can send furniture lists, floor plans, photos. All these items help with creating your tax depreciation schedule)*

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.

Payment Terms & Client Authorisation

Payment for your depreciation schedule must be made upfront and before work on the schedule will commence. Please continue to the Credit Card Authorisation form on page 11 to make payment via credit card. Alternatively, if the credit card section is left blank, an invoice will be emailed with details on making payment via Credit Card, B-Pay or Direct Deposit.

To complete your application process, please sign the client authorisation on page 12 and forward the forms to our head office as per the contact details on page 2 of this application form.



**Staff of Corpred Enterprises are members of the
Australian Institute of Quantity Surveyors**

Credit Card Payment

CLIENT'S PHONE NUMBER:

CLIENT'S INVESTMENT PROPERTY ADDRESS:

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 and email it to our office. If you do not wish to pay by credit card, please leave these details blank and an invoice will be emailed.

Email: info@corpred.com.au

Assuring you our best attention at all times.

Total Invoice Amount inc GST:

Credit Card Type:

Master Card: ☐ Visa Card: ☐

Credit Card Number:

Expiry Date:

/

Credit Card Verification Number:

What is a Card Verification Number (CVN)? This is a 3 digit code that provides extra security for online payments. For Visa, MasterCard and Diners, this is the last 3 digits on the back of the signature panel.

Name on Card:

Authorisation Signature (print name if on computer):

Corpred Enterprises

abn | 32 105 828 466

email | info@corpred.com.au

P: 1300 854 206
www.corpred.com.au

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 and email or fax it to our office with the application form & client authorisation).

Assuring you our best attention at all times.

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.

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Sign Here

Print name

*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 email and SMS upon receipt of your application form.*