# **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**

|  |  |
| --- | --- |
| **If no:****Purchase price: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Build cost (if known): $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of exchange:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of settlement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of first lease:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Age of property if known:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **If Yes:****Build cost: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of first lease:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\*please attach a copy of your build contract if available.* |

**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** |
|  |  |  |

*If works have been carried out yourself, please provide tax invoices if available.
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. Silver Checklist:**

**a) Is the property part of a complex?** [ ]  **Yes** [x]  **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):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**d) Hydraulic services (Plumbing, Draining and Gas Fitting):**

 **Hot Water service:** [ ]  Gas [ ]  Electric [ ]  Solar

 **Pumps:**  [ ]  Yes [ ]  No

If yes,
number of pumps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rainwater tanks:** [ ]  Yes [ ]  No

If yes, material of tank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Ducted Gas Heating:** [ ]  Yes [ ]  No

**e) Air Conditioning:**

 **Ducted Air Conditioning:** [ ]  Yes [ ]  No

 **Split System Air Conditioning:** [ ]  Yes [ ]  No

If yes, number of systems: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Room/window mounted Air Conditioning Units:** [ ]  Yes [ ]  No

If yes, number of systems**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**f) Electrical services:**

 **Intercom:** [ ]  Yes [ ]  No

 If yes, type of intercom: [ ]  Audio [ ]  Video

 **Ducted Vacuum System:** [ ]  Yes [ ]  No

 **Burglar Alarm/ Security System:** [ ]  Yes [ ]  No

 **Access Control Systems:** [ ]  Yes [ ]  No

 **CCTV Systems:** [ ]  Yes [ ]  No

 **Television Antenna – freestanding:** [ ]  Yes [ ]  No

 **Ceiling Fans:** [ ]  Yes [ ]  No

If yes, number of ceiling fans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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** [ ]  Yes [ ]  No

 **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 [ ]  NoIf Yes, material on court: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Swimming pool:** [ ]  Yes [ ]  NoIf 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_m2

 **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.corpred.com.au/terms.php**](https://www.corpred.com.au/terms.php) 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.

**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: $481.80**

**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@corpred.com.au

**POST:**

Corpred Enterprises
PO Box 255
Hurstville NSW 1481

**OFFICE LOCATIONS:**

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