

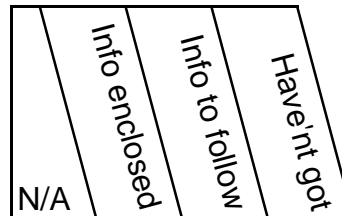
PROPERTY INCOME CHECKLIST

PROPERTY ADDRESS

Please circle/state number of owners of the property 1 2 3 4

Notes

- 1 This is to assist both you and us in accurately preparing your tax return.
 - 2 Please complete and return with your documents (you can email or fax these or put them in the post).
 - 3 Use one sheet for each property from which you receive income so please photocopy before use or you will find a further copy on our website www.johnston-associates.com in the downloads section. Alternative please email or phone and we will send extra copies.
 - 4 We have produced a Property CGT Record Form this can be found on our website. If you have not completed one now may be a good time.
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PROPERTY INCOME RECEIVED

Rental Income Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Income Received i.e. ground rent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Rent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE CHARGES

Interest Charged on Mortgage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest charged on Re-mortgage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest Charged on Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RENTS, RATES & GROUND RENTS

Rents paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground Rent paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity Supply Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Supply Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TV Satellite System Expenditure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television Licence Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Line Rental Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPERTY INCOME CHECKLIST

PROPERTY ADDRESS

	Info enclosed	Info to follow	Have't got
N/A			

- Property Service Charges
- Other Expenses

INSURANCE

- Contents Insurance
- Buildings Insurance
- Landlord Insurance
- Electrical Appliance Insurance
- Gas Appliance Insurance
- Plumbing & Drainage Insurance
- Electricity Insurance
- Legal Insurance
- Other

MAINTENANCE, REPAIRS & RENEWALS

- Maintenance
- External Maintenance & Repairs
- Internal Maintenance & Repairs
- Safety Certificates - Gas
- Safety Certificates - Electricity
- Renewals (Replacement of damaged / wornout items)
- Bathroom
- Kitchen
- Gas Fires, Central Heating Systems
- Doors & Windows
- Other

Renewals - Furniture & Furnishings

- Living Room
- Dining Room
- Kitchen
- Bathroom
- Bedrooms
- Lounge
- Hall
- Garage
- Other

PROPERTY INCOME CHECKLIST

PROPERTY ADDRESS

	N/A	Info enclosed	Info to follow	Have'nt got
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- | | | | | |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Furniture/appliance rentals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Advertisement costs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Security/smoke alarms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COST OF SERVICES INCLUDING WAGES

- | | | | | |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Property Services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gardening | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Property Cleaning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OTHER COSTS

- | | | | | |
|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Travel Costs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Train Expenses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bus Fares | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Car Expenses (Mileage and Hire) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Typical Landlord Costs

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Stationery, e.g., stamps, envelopes, books | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Computer equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Books/Magazines/Newsletters | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank Charges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Telephone Calls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

LEGAL & PROFESSIONAL COSTS

- | | | | | |
|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Solicitors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accountants | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Letting agent costs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notes