



For Office Use only:

Mail Merge Client Number _____

Days Yr 1 _____

Price \$305.00

Client Information (Economiser)

Owner of Property: _____

Joint Ownership (Yes/No). If Yes second owners name: _____

If two or more owners, is the property owned as "Joint Tenants": Yes / No **OR** "Tenants in Common": Yes / No
**Note most common form of ownership is "Joint Tenants"*

If Tenants in Common, please show percentage of each ownership share: eg: Bill 60%, Mary 40%. _____

Postal Address: _____

Contact Number: (h) _____ (w) _____ (m) _____

Email address: _____ @ _____

Investment Property Address: _____

Settlement Date: _____

Date Property became available for rent: _____

Would you like a hard copy of your depreciation report mailed to you? Yes (Please circle)
Mailing of the report incurs an addition cost of \$15.00 for printing and postage.

I am happy to receive occasional emails from Write It Off regarding news, special offers and updates? Yes (Please circle)

Date / /

Office use only. Do not complete

Standard Email Sent (with CAF)	/ / 2015
Client Authority Form Received	/ / 2015
Invoice Sent	/ / 2015
Receipt of Payment	/ / 2015
Report Sent to Client	/ / 2015

Self Assessment Worksheet

What type of property do you have:

Low Rise Apartment / Unit (< 3 storeys)	
High Rise Apartment / Unit	
Single Storey Townhouse	
Double Storey Townhouse	
Freestanding House	
Double Storey Freestanding House	
Duplex / Terrace	

How big is your property

How many bedrooms				
1	2	3	4	5

How many bathrooms		
1	2	3

Some helpful instructions:

When measuring a room for **floor coverings** say 3 metres by 4 metres then we need you to write down 12 square metres in the appropriate box. Obviously you would have to do this for each room and add them together to give us your total answer for each type of floor covering. When measuring **window furnishings** measure the width of the window say 1.8metres and then tell us if this is a quarter size window, a half window or a full window that nearly covers the wall from floor to ceiling.

You can only include **kitchen assets, laundry or furniture** that you actually own and that you have provided for the tenants use. i.e: you cannot include the clothes dryer in your list if there is one in the property but is owned by the tenant.

Very Important:

Near the end of this worksheet, we ask you about renovations / upgrades (what we call Capital Works Items) to the property. If you do not know the cost or date of any **renovations**, you cannot include it in your worksheet. If you know of any renovations that you do not know the cost and date of and you would like to have included in your report, you should consider using our **Premium** package and have one of building inspectors assess the size of your renovation claim. Examples: kitchen upgrade, bathroom upgrade, extensions, pergolas, paving, retaining walls etc etc. Having these included could add considerable value to your claim.

Section 1

Plants and Articles (Inclusions)

What sort of heating / cooling does it have:

Type	Brand	Quantity
Ducted Heating		
Ducted Reverse Cycle		
Evaporative Cooling		
Reverse Cycle Room Units (Large Capacity eg > 5.5kW)		
Reverse Cycle Room Units (Small Capacity eg < 5.5kW)		
Gas Wall Furnace		
Wall / Panel Heater		
Other		

Floor coverings:

	Fair Condition Square Metres	Good Condition Square Metres	New or near new Condition Square Metres
Carpet			
Lino			
Vinyl			
Laminate			
Floating Wood			
Parquetry			
Cork			
Tiles (exclud wet areas)			

Note: Measure each room and add all the same rooms together. Eg: Bedroom One, 3m x 4m = 12 sq metres plus Bedroom Two 3.5m x 3.6m = 12.6 sq metres. Total 24.6 sq metres. Polished Wood, Tiles, Slate and Concrete floors cannot be included in this section but if upgraded since original construction of property and if cost & date known they can be included in Renovation / Capital Works section below.

Window Furnishings:

Please measure in linear metres. Full Length	Lace	Cotton	Heavy Back	Heavy Back & Lace
Curtains and Drapes Width				

Please measure in linear metres. $\frac{1}{2}$ Length	Lace	Cotton	Heavy Back	Heavy Back & Lace
Curtains and Drapes Width				

Please measure in linear metres. $\frac{1}{4}$ Length	Lace	Cotton	Heavy Back	Heavy Back & Lace
Curtains and Drapes Width				

Please measure in linear metres. Full Length	Roman	Wooden Venetians	Verticals	Roller	Other.Pls specify
Blinds Width					

Please measure in linear metres. $\frac{1}{2}$ Length	Roman	Wooden Venetians	Verticals	Roller	Other.Pls specify
Blinds Width					

Please measure in linear metres. $\frac{1}{4}$ Length	Roman	Wooden Venetians	Verticals	Roller	Other.Pls specify
Blinds Width					

Please measure in linear metres. Full Length	Bamboo	Blinds	Full Awnings
Outdoor Blinds and Awnings Width			

Please measure in linear metres. $\frac{1}{2}$ Length	Bamboo	Blinds	Full Awnings
Outdoor Blinds and Awnings Width			

Please measure in linear metres. $\frac{1}{4}$ Length	Bamboo	Blinds	Full Awnings
Outdoor Blinds and Awnings Width			

Kitchen Appliances

Microwave	Brand	Standard	Built-in	Convection

Dishwasher	Brand	White	Stainless Steel

Cooktop	Brand	Gas	Electric	Flat / Ceran
2,3,4,5,6 burner				

Oven	Brand	White	Stainless Steel	Brown
Wall or Underbench				

Upright Stove	Brand	Electric	Gas	Flat / Ceran

Rangehood	Brand	Slideout	Fixed	Canopy
Extra wide Y/N				

Refrigerator	Brand	White	Stainless Steel
Size (litres)			

Laundry Assets

Washing Machine	Brand

Clothes Dryer	Brand

Outdoor Assets

Hot Water	Gas	Electric	Infinity / Instant	Solar
Size				

Sprinkler / Irrigation Systems

Automatic watering controls and timers	Yes or No

* Please note only include the control devices here not the actual sprinklers or sprinkler pipe. The latter has to be included in Renovations / Capital Works section below if applicable.

Garage Assets

Automatic Door Opener	Single Door	Double Door
Number of Remotes		

*Only include automatic garage doors here not manual doors.

Other Depreciable Assets

	Quantity
Ceiling Fans	
Ceiling Fans with light	
Door Closers	
Door Stops	
Doorbell	
Ducted Vacuuming	
Exhaust Fans	
Exhaust Fans with light	
Heated Towel Rails	
Insinkerator	
Intercom System (usually only in units or apartments)	
IXL Tastics 3 globe	
IXL Tastics 5 globe	
Lights - Protruding (Inside)	
Lights – Protruding (Outside)	
Recessed Lights (total inside and out)	
Security System	
Shower Curtains	
Smoke Detectors (Battery)	
Smoke Detectors (Hardwired)	
Solar Lights	
Solar Panel (how many or specify kilowatts)	
Spa Bath Pumps	
Swimming Pool	
- Cleaner	
- Heater	
Tennis Court	
Water Pumps	
Weather Strips	

Furniture

If the property is furnished, you will need to provide a separate list with the furniture and its value.

Eg: Dining table and 4 chairs \$375.00

Section 2

Common Property

This section is only relevant to units and townhouse complexes where there may be common area assets that are depreciable.

How many units in the entire complex	
Is there:	
Swimming Pool (Y/N)	
Spa (Y/N)	
Sauna (Y/N)	
Tennis Court (Y/N)	
BBQ's (How many)	
Camera System (Y/N)	
Elevators / Lifts (How many)	
Fire Equipment (Y/N)	
- Indicator Panel & Emergency Warning System (Y/N)	
No of outside lights in complex	
Underground Parking. No of roller doors	
How many remotes for carpark access	
How many swipe cards for carpark access	
Gymnasium (Y/N)	
No of cardiovascular type equipment	
No of weight machines	
Carpet	
Square metres of carpet in corridor	
How many units in the corridor	

Section 3

Renovations / Capital Works

Renovations are usually major changes made to the original property that form part of the property but is not an inclusion. Eg: updating the kitchen cupboards is a renovation but putting in a new oven is not a renovation and should be made part of the inclusions.

In this section we need what was done, when it was done (month & year) and how much it cost. If you do not have receipts or proof of works carried out or details of the renovation works from the council you cannot include it as part of your worksheet. In this instance it may be advisable for you to opt for the Premium Package Option where we conduct an on-site inspection (by one of our qualified building inspectors) of your property and provide an estimate of the renovation works carried out so it can be claimed in your depreciation report.

Listed are some of the common changes made to properties but if there are others please add.

Pergola	Date	Cost

Deck	Date	Cost

Security Screens	Date	Cost

Paving	Date	Cost

Kitchen Upgrade	Date	Cost

Bathroom Upgrade	Date	Cost

Plumbing Upgrade	Date	Cost

Electrical Upgrade	Date	Cost

Fencing	Date	Cost

Retaining Walls	Date	Cost

Other (Please Specify)	Date	Cost

Other (Please Specify)	Date	Cost

Other (Please Specify)	Date	Cost

Section 4

Construction Cost.

You need to provide us with the original date of construction of your property.

- If property was built before 18th July 1985 then you do not need to complete this section. Just answer 'Yes' to the first question and move onto 'Photos'
- Construction Cost: **You do not have to provide this information**, it is only if you know it and obtained your information from an authorised source such as council or builder. This is the cost to build your property – it does not include land value, stamp duty or legal fees. If your property was built prior to 1985, the construction cost is not required.
- Contract Price: This is the cost to build your property – it does not include land value, stamp duty or legal fees. This information will only be required if you have contracted a builder to build the property for you. Please provide a copy of the inclusions list and note that a copy of the Builders Contract may be required to ensure the accuracy of the depreciation schedule.
- A floorplan with measurements would be helpful with the total number of square metres of the building (including attached garages, porch, balconies and alfresco areas). See below.
- At the very least we need a year of construction & a total number of square metres

Pre 18 th July 1985 Property. (Yes or No)	
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If you answered Yes above skip this section and move onto Photos

Date of Construction:	
<i>Note: You must at least give us a year of construction</i>	
Construction Cost* (This is not purchase price. It is building cost of the dwelling. If you don't know it, leave blank) \$	Where have you obtained the Construction Cost from? (Please tick or specify) a. Local council b. Builders contract c. Other, please specify _____
If you selected Builders Contract or Other, did the construction cost given include all the fixtures and fittings of the property? Yes / No.	
Please list what fixtures and fittings were excluded form construction cost. Eg: blinds, carpet:	

Number of square metres of the building:
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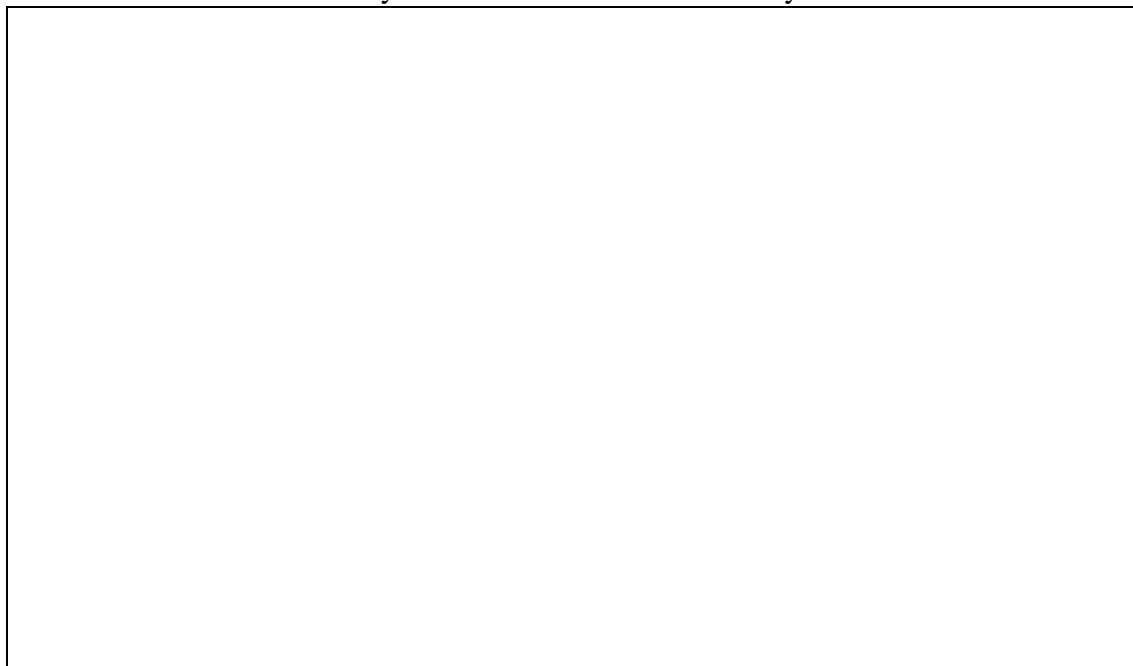
Purchase price of the property (including house & land): \$

Note: Have you either given us the construction cost of the property, a floorplan with measurements or the total number of square metres of the building. You must give us at least one out of these 3.

Photos. This is optional for you but may help us in assessing the values to add into your report. A photo that takes in each room, front of house and backyard assets would be helpful.

Floorplan of your property. Again this is optional, but would help us with your report. If you were unable to obtain construction cost from your builders contract then you will have to provide a floorplan with overall floor area or provide us with the total number of square metres of the property. Please separate Gross Living Area, Garage, Alfresco, Porch & Balconies

Other information that you think we should know that you want to tell us about:

A large empty rectangular box with a black border, intended for the user to provide additional information relevant to the report.