

1. Personal details:

a) **Name of property owner:**

Click or tap here to enter text.

Percentage ownership:

Click or tap here to enter text.

b) **Residential address:** Click or tap here to enter text.

c) **Email address:** Click or tap here to enter text.

d) **Contact number:** Click or tap here to enter text.

e) **Alternate phone number:** Click or tap here to enter text.

2. Property Details:

a) **Address of investment property:** Click or tap here to enter text.

Please include suburb, state and postcode.

b) **Type of property (house, apartment, granny flat, townhouse, etc):** Click or tap here to enter text.

c) **Was the property built under your ownership:** Yes No

<p>If No: Purchase price: Click or tap here to enter text. Build cost (if known): Click or tap here to enter text. Date of exchange: Click or tap here to enter text. Date of settlement: Click or tap here to enter text. Date of first lease: Click or tap here to enter text. Age of property if known: Click or tap here to enter text.</p>	<p>If Yes: Build cost: Click or tap here to enter text. Date of completion: Click or tap here to enter text. Date of first lease: Click or tap here to enter text. <i>*please attach a copy of your build contract if available. If not available, please contact us for other sufficient evidence.</i></p>
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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
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Please note that tax invoices will be required for any works carried out during your ownership. 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
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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. Property agent's details so we may discuss inclusions within the property with them (if required)

:Name of agency:	Click or tap here to enter text.
Property manager:	Click or tap here to enter text.
Email address:	Click or tap here to enter text.
Phone number:	Click or tap here to enter text.

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.mydepreciation.com.au/terms.php> and hereby authorise My Depreciation 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: Click or tap here to enter text. **Date:** Click or tap here to enter text.

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: \$548.90

Credit card type: Mastercard Visa

Name on Card: Click or tap here to enter text.

Card number: Click or tap here to enter text.

Expiry date: mm / yyyy

CVN: [Click or tap here to enter text.](#)

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:

support@mydepreciation.com.au

POST:

My Depreciation
PO Box 255
Hurstville NSW 1481

OFFICE LOCATIONS:

Level 20 & 21, Tower 2 Darling Park, 201 Sussex Street, **Sydney** NSW 2000

Level 13, 50 Cavill Avenue, **Surfers Paradise**, Gold Coast, QLD 4217

Level 14, 380 St Kilda Road, **Melbourne** VIC 3004

Level 29, 221 St Georges Terrace, **Perth** WA 6000

Level 21, 25 Grenfell Street, **Adelaide** SA 5000