



For Office Use only:

Mail Merge Client Number _____

Days Yr 1 _____

Price \$259.00

Client Information (Economiser)

Owner of Property: _____

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

Postal Address: _____

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

Email address: _____ @ _____

Investment Property Address: _____

Settlement Date: _____

Date Property became available for rent: _____

Date / /

Office use only. Do not complete

	Standard Email Sent (with CAF)	/ / 2011
	Client Authority Form Received	/ / 2011
	Invoice Sent	/ / 2011
	Receipt of Payment	/ / 2011
	Report Sent to Client	/ / 2011

Self Assessment Worksheet

What type of property do you have:

Unit / Apartment	
Townhouse	
Freestanding house	
Duplex	

How big is your property

How many bedrooms				
1	2	3	4	5

How many bathrooms		
1	2	3

Section 1 Plants and Articles (Inclusions)

What sort of heating does it have:

Type	Brand	Gas	Electric	Quantity
Ducted Heating				
Ducted Reverse Cycle				
Evaporative Cooling				
Reverse Cycle Room Unit				
Gas Wall Furnace				
Wall Heater				
Bathroom Heaters				

Floor coverings:

	Fair Condition Square Metres	Good Condition Square Metres	New or near new Condition Square Metres
Carpet			
Lino			
Vinyl			
Floating Wood			
Parquetry			
Cork			

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 Length				

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

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

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

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

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

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

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

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

Kitchen Appliances

Microwave	Brand	Standard	Stainless Steel	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	Brand	Gas	Electric	Infinity / Instant	Solar
Size				n/a	

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
Doorbell	
Security System	
Intercom System (usually only in units or apartments)	
Door Closers	
*Lights (Inside)	
Lights (Outside)	
Solar Lights	
Ceiling Fans	
Ceiling Fans with light	
Exhaust Fans	
IXL Tastics 3 globe	
IXL Tastics 5 globe	
Heated Towel Rails	
Shower Curtains	
Spa Bath Pumps	
Door Stops	
Weather Strips	
Smoke Detectors (Hardwired)	
Smoke Detectors (Battery)	
Water Pumps	
Ducted Vacuuming	
Insinkerator	
Swimming Pool	
- Heater	
- Cleaner	
Tennis Court	

* Very important do not include recessed lights that are fitted into the ceiling. Lights and light fittings must protrude from the ceiling.

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	
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Is there:	
Swimming Pool (Y/N)	
Spa (Y/N)	
Sauna (Y/N)	
Tennis Court (Y/N)	
Elevators / Lifts (How Many)	
No of outside lights in complex	

Underground Parking. No of roller doors	
How many remotes for carpark (if swipe card system write n/a)	

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

Deadlocks	Date	Cost

Security Screens	Date	Cost

Paving	Date	Cost

Water Tank	Date	Cost

Kitchen Upgrade	Date	Cost

Bathroom Upgrade	Date	Cost

Other (Please Specify)	Date	Cost

Other (Please Specify)	Date	Cost

Other (Please Specify)	Date	Cost

Section 4

Construction Cost.

You must provide us with the original date and cost 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'
- If you cannot obtain construction cost from your local council then you will have to do a floorplan. See below.
- At the very least we need a year of construction & a total number of square metres
- If you own a unit, townhouse or flat then we will also need your unit entitlement. This can usually be obtained from body corporate notices and will be expressed as a percentage eg: 388 / 10,000 or 3.88%. This helps us apportion your construction cost and entitlement to common areas when the building cost is given for the entire complex not just your individual unit.

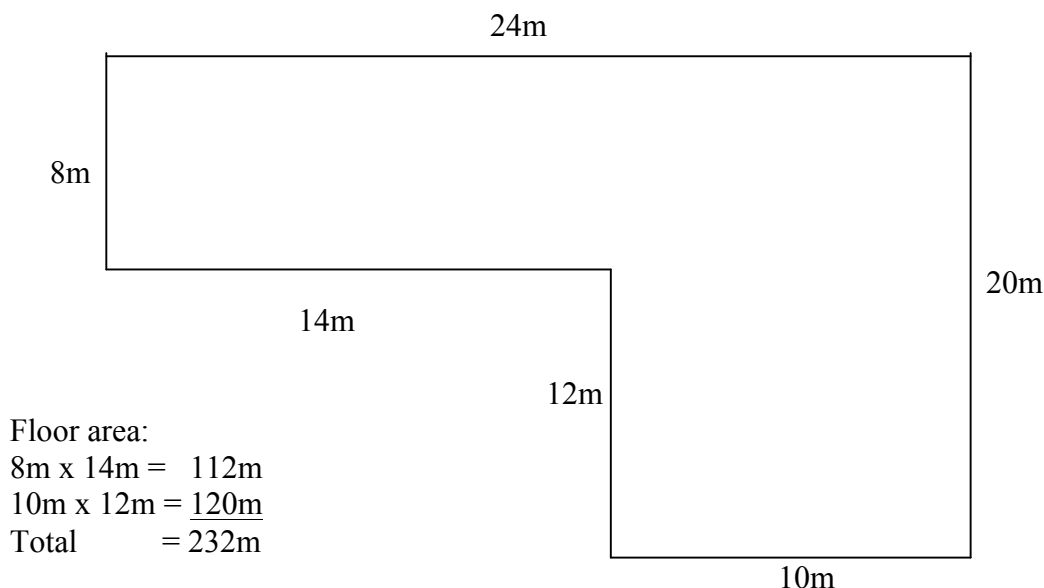
Pre 18 th July 1985 Property. (Yes or No)	
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If you answered Yes above skip this section and move onto Photos

Date of Construction:	
Construction Cost* (This is not purchase price. It is building cost of dwelling) \$	Where have you obtained the Construction Cost from? (Please tick or specify) a. Local council b. Builders contract c. Other, please specify
Number of square metres:	
Unit Entitlement* (This is only relevant for units and townhouses):	

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 would be helpful. If you do take photo's of your property, please reduce in size before emailing to us.

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 local council then you will definitely have to complete a floorplan. If you already have a floorplan that you can email or fax then we can use this. Otherwise a hand drawn floorplan would suffice similar to below:



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

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 with carpet and add them together to give us your total answer.

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.

Unfortunately, **recessed lights** that form part of the ceiling are not depreciable and so you cannot include them. But if you know they were installed after the property was originally built then you could include them in Renovations.

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.

If you do not know the cost or date of any **renovations**, you cannot include it in your worksheet. If you know of any major renovations that you would really 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.