

ORDER FORM - METROPOLITAN
Price \$650 GST inc

OWNER DETAILS		
Name of Owner/s:		
Postal Address:		
Suburb:		State: Postcode:
Work Phone:	Home Phone:	Mobile:
Email Address:		
PROPERTY		
Property Address:		
Suburb:		State: Postcode:
Unit Complex Name (if applicable):		Unit Entitlement (if applicable):
Contact Person / Property Manager:		Contact Phone:
*Settlement Date:		*Date Available for Rent:
*Date of Construction (if built prior to 1985, write Pre 1985):		*Construction Cost:
RENOVATIONS		
List type of renovations/updates carried out to the property that will be included in your schedule. Please provide date and costs (If extensive, please provide separate list).		
List any furniture/white goods included in the property for tenants use. Please provide date of purchase and costs: (If extensive, please provide separate list)		
How did you hear about AusDep?		
Accountant Name:		
Phone:	Fax:	Email:

We supply these details in acceptance of the offer to provide a detailed Property Tax Depreciation Schedule for a once off tax deductible fee of \$650 (inclusive of GST).
Cheque or Money Order payable to AUSDEP or please charge my credit card.

Signed (lessor / owner):

.....

Name (block letters):

.....

Date / / 2009

CREDIT CARD DETAILS

Card Number: _____

Amount: \$

Card Type (please circle): Visa / MasterCard

Card Holder's Name:

Signature: Expiry
date: DD/MM/YYYY

Please fax your completed form to 07 3846 5923 or post to PO Box 5313 West End
QLD 4101

Dear Investment Property Owner,

Completion of the attached Client Authority Form will assist AusDep in providing you with an accurate Property Tax Depreciation Schedule and to ensure the maximum depreciation claim available from your investment property.

Please note that non-completion of the following areas may delay the process for AusDep to complete your schedule:

- ***Settlement Date:** dd/mm/yy - This is the date you acquired the property. Tax depreciation begins on all properties from the original date of purchase settlement. This also applies if the property has been or is currently your principle place of residence.
- ***Date Available for Rent:** dd/mm/yy - This is the date the property was made available as an income producing asset, regardless if the property was actually tenanted or still vacant.
- ***Date of Construction:** This information may be displayed in the Section 32 of the Contract of Sale under the title 'Occupancy Permit Date' or your local city council may have this information. If property was built prior to 1985, please write 'Pre 85' in the section provided. For properties built prior to 1985, the original construction cost cannot be included in the depreciation schedule.
- ***Construction Cost:** This is the cost to build your property – it does not include land value, stamp duty or legal fees. Your local city council may have this information. If your property was built prior to 1985, the construction cost is not required. However, if your property was built after 1985, then we definitely require this information in order to prepare your tax depreciation schedule.
- **Renovations:** Certain renovations / updates carried out to the property can be depreciable. Please provide the description together with the date and cost of these items and we may be able to include them in your tax depreciation schedule. Please note that items such as 'repairs and maintenance' should be given separately to your accountant to claim as an immediate deduction.
- **Furniture:** Please list any furniture / whitegoods which you have provided for tenants use. If you purchased the property with the furniture included in the purchase price, please write 'Included in purchase price'. However, if you purchased the furniture to include in the property, please provide us with the date purchased and the cost of the item.

Once your completed Client Authority Form has been received by our office, we will begin the preparation of your Tax Depreciation Schedule by organizing an inspection time with your tenants/property manager. Your report will be completed 2 weeks from the date of inspection. The invoice for payment will be sent once completed and your report will be sent out upon receipt of payment.

Should you have any further questions, please do not hesitate to contact our office on 1300 287 337 and we will be happy to assist you further.

Yours sincerely,

Panorea
Director