

## SELF ASSESSMENT APPLICATION

The cost of a **SELF ASSESSMENT INSPECTION** is \$389 + GST for residential properties only. If you have a commercial or industrial property, please contact us for an obligation free quote.

ATDS Tax Depreciation Schedules are written based on the Diminishing Value and Prime Cost Methods, which highlights the depreciation of both the Plant and Equipment and Section 43 Capital Works.

Your report will contain the following information:

- ✓ A method statement
- ✓ Details derived from the client completed checklist
- ✓ A summary and detailed information for both methods of depreciation (prime cost and diminishing value)
- ✓ Low-value and low-cost pooling legislation is used to accelerate deductions under the diminishing value method for all plant and equipment assets.
- ✓ Valid for the ATO specified life of the property – 40 years
- ✓ Graphical representation of yearly and cumulative claims
- ✓ Signed certification of the report by a qualified Quantity Surveyor



**RE: Tax Depreciation Schedule for an investment property:**

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1. Name of the property owner:
2. Address of the investment property:
3. Age of the property:
4. Details of any renovations (If yes, provide details on page 5): Yes ☐ No ☐
5. Is the property furnished? (If yes, provide details on page 5): Yes ☐ No ☐
6. A copy of the strata plan attached if available: Yes ☐ No ☐
7. A copy of the floor plans attached if available: Yes ☐ No ☐
8. Purchase price: \$
9. Build cost (if known - plus any additional items): \$
10. Date of exchange:
11. Date of settlement:
12. Date of first lease (this will be the start date of your report unless advised otherwise)+
13. Your residential address:
14. Email:  
(please provide your email address, as all reports are emailed)
15. Mobile Number:  
(updates will be sent to you via SMS if phone number provided)
16. Alternate phone number:

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# Self Assessment Application - \$389 + GST

**How did you hear about A.T.D.S (select one):**

- **Word of mouth:** Referred by Accountant / Real estate agent / Family member / Friend / Colleague / Developer (please circle)
- **Online using search engine:** Google / Yahoo / Sensis / MSN / Windows Live / Yellow Pages online / Link from another website (please circle)
- **Traditional Media:** Yellow Pages book / Newspaper article / Magazine article / Brochure / Radio (please circle)

**Our fees to carry out the schedule are listed below:**

## Self Assessment Application

**To carry out the above services, our fee would be: \$389.00 plus \$38.90 GST, totalling \$427.90 GST Inclusive.**

**Please complete the above form and forward to our Head Office via:**

**Email:** [support@austtaxonline.com.au](mailto:support@austtaxonline.com.au)

**Post:**

### ATDS

Level 4,5 & 12, Plaza Building, 95 Pitt Street, Australia Square, **Sydney** NSW 2000  
Level 10, 555 Lonsdale Street, **Melbourne** VIC 3000  
Level 23, 127 Creek Street, **Brisbane** QLD 4000  
Level 3, 267 St Georges Terrace, **Perth** WA 6000  
Level 5, City Central, Tower 2, 121 King William Street, **Adelaide** SA 5000

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## Property Type

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**Please select the closest match for the type of property:**

Property Type: House ☐ | Unit ☐ | Townhouse ☐ | Villa ☐ | Serviced Apartment ☐ |  
Holiday House ☐ | Chalet ☐ | Granny Flat ☐ | Other ☐ If other please specify:

Age of the property:

*What is the approximate age of the property from the time it was completed up to today's date, eg. 6 years old?*

## Is the property part of a complex?

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**Please estimate the total number of units/villas/townhouses in the complex:**

Number of units/villas/townhouses in the complex:

*This can be found by looking at the number of mailboxes at the front of the complex (exclude the mailbox for the strata/building manager)*

**Please estimate the number of floors in the entire building:**

Total number of floors:

## Standard/Quality of Construction

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**Please select the most appropriate method of construction for the building:**

Construction method (*select one*): Double brick cavity ☐ Weatherboard cladding ☐  
Brick Veneer ☐ Prefabricated Home ☐

Please estimate the construction standard

Construction Standard (*select one*)

- ☐ **Basic** - Standard fitout and finish
- ☐ **Medium** - A grade above the basic level of finish. May include better quality of appliances, floor finishes, etc
- ☐ **High** - A grade above Medium, includes for high quality appliances, floor finishes, superior materials used
- ☐ **Prestige** - Highest level of fitout and finish. Includes for high- end appliances, floor finishes, sanitary ware, fixtures and fitments

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## Renovation

Details of renovations and improvements:

List here any renovations carried out by yourself since you have owned the property or that you may think have been carried out since 27th February 1992 by previous owners. If renovations were done by the current owners of the property, please list the date of the renovation and the cost. **Receipts may also be required.** A typical response may be as follows:

- Repainted unit in July 2015 – cost \$2,600
- New carpet 14<sup>th</sup> July 2017 – cost \$2,150
- New light fittings 15<sup>th</sup> July 2017 – cost \$650
- Tiled balcony by previous owner – Cost unknown / date unknown – maybe 6 years old

## Furnishings

List of furniture items and fittings (inventory list):

Your managing agent should have a copy of this, which will be signed by your tenants upon acceptance of the lease agreement. Please ensure that you provide costs and dates of purchase of each item. Copies of receipts are required if you would like these included in the report. If the items were left by previous owner or the cost is unknown please note this on the forms.

An example would be:

- Beds: \$1,800 1/7/18
- Microwave: \$285 1/7/18
- Cutlery: \$95 1/7/18

Furniture includes items that are supplied by the landlord, are removable and do not form part of the building.

Items such as dishwashers, ovens, cooktops, blinds, etc are fixed in place and considered part of the building.

**\*For extensive lists of renovations and/or furnishings please compile an excel spreadsheet and attach separately to this application form.**

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## Property description

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**Please specify which rooms are included with the property:**

Number of bedrooms:

Number of bathrooms:  
*(Ensuite also counts as a bathroom)*

Number of kitchens:

Number of lounge rooms:

Number of dining rooms:

Number of laundries:

Any other rooms:

Please specify in detail:

## Other

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Number of car spaces/undercover parking:

Number of garages:

Covered pergola:  
*(Please specify any other items that may affect the cost of construction eg. sloping site, poor foundations, difficult access, etc)*

## Building Services

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**Please select the building services applicable to your investment property:**

### Hydraulic Services (Plumbing, Draining and Gas Fitting)

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Hot water service (select one): Gas ☐ Electric ☐ Solar ☐

Are there any pumps on the property eg: rainwater tank, stormwater detention tank, septic tank?

Pumps: Yes ☐ No ☐

Number of Pumps:

Ducted Gas Heating: Yes ☐ No ☐

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### Mechanical Services (Air-conditioning)

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Ducted Air-conditioning: Yes ☐ No ☐

Split system air-conditioning: Yes ☐ No ☐

Number of split air-conditioning systems:

Room/window mounted air-conditioning units: Yes ☐ No ☐

Number of room/window mounted air-conditioning units:

### Electrical Services (Electrical, Data & Communications)

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Intercom: Yes ☐ No ☐

What type of intercom (select one): Video ☐ Audio ☐

Ducted Vacuum System: Yes ☐ No ☐

Burglar alarm/security system: Yes ☐ No ☐

Access control systems: Yes ☐ No ☐

Closed Circuit Television Systems: Yes ☐ No ☐

Television antennas – freestanding: Yes ☐ No ☐

Ceilings fans: Yes ☐ No ☐

Number of ceilings fans:

### Fire Services

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Hydrant booster pump: Yes ☐ No ☐

Fire alarm – bell: Yes ☐ No ☐

Fire indicator panel (FIP): Yes ☐ No ☐

Emergency warden intercom speakers (EWIS): Yes ☐ No ☐

Fire hose reels & nozzles: Yes ☐ No ☐

Fire alarm - heat/smoke: Yes ☐ No ☐

Detectors: Yes ☐ No ☐

Fire extinguishers: Yes ☐ No ☐

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## Kitchen appliances

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**Please identify the building services applicable to your investment property:**

Type of benchtop (select one): Granite ☐ Reconstituted Stone ☐ Laminate ☐ Timber ☐  
Other ☐

If Other please specify:

Cooktop: Yes ☐ No ☐

Select cooktop type (select one): Gas ☐ Electric ☐ Ceramic ☐

Underbench/wall oven: Yes ☐ No ☐

Upright stove: Yes ☐ No ☐

Rangehood: Yes ☐ No ☐

Dishwasher: Yes ☐ No ☐

Electric water filter: Yes ☐ No ☐

Garbage disposal unit (insinkerator): Yes ☐ No ☐

## Bedrooms

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**Please indicate if the following assets are applicable to the bedrooms in your property:**

Built in wardrobes: Yes ☐ No ☐  
(This includes incorporating doors, fixed fittings and mirrors)

\*Any other comments:

## Bathroom/Ensuite Assets

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**Please indicate if the following assets are applicable to the bathrooms in property:**

Accessories, freestanding: Yes ☐ No ☐  
(Including shower caddies, soap holders, toilet brushes)

Shower curtains: Yes ☐ No ☐

Exhaust fans: Yes ☐ No ☐

Spa bath: Yes ☐ No ☐

Heated towel rails: Yes ☐ No ☐

\*Any other comments:

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## Laundry Assets

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**Please identify if the following assets are included in your investment property:**

Washing machine: Yes ☐ No ☐

Electric clothes dryer: Yes ☐ No ☐

## Floor finishes

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**Please indicate if the following floor finishing's are included in your investment property:**

Carpet: Yes ☐ No ☐

Specify which rooms are carpeted:

Vinyl: Yes ☐ No ☐

Specify which rooms have vinyl:

Prefinished/Floating timber floors: Yes ☐ No ☐

Specify which rooms have pre-finished/floating flooring:

Tiles: Yes ☐ No ☐

Specify which rooms have floor tiles:

Timber – Polished: Yes ☐ No ☐

Specify which rooms have timber floors:

*(Timber floors form part of the capital works allowances and are not treated as individual items of plant and equipment.)*

## Window coverings

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**Please indicate if the following window coverings are included in your investment property:**

Property has blinds to windows: Yes ☐ No ☐

Type of blinds installed (select one): Fabric Verticals ☐ Metal Venetians ☐ Timber Verticals ☐  
Block Out Screens ☐ Roller Blinds ☐

Specify which rooms have blinds:

Property has curtains to windows: Yes ☐ No ☐

Type of curtains installed (select one): Lace ☐ Premade Curtains ☐ Custom Made Curtains ☐

Specify which rooms have curtains:

Any other comments:

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## External equipment

**Please indicate if the following external equipment is included in your investment property:**

Tennis court: Yes ☐ No ☐

Material on the tennis court (select one): Artificial grass ☐ Concrete – painted ☐ Clay ☐

Other ☐

Please specify:

Swimming pool: Yes ☐ No ☐

Method of heating (select one): Solar ☐ Gas ☐ Electric ☐ Not Heated ☐

Spa: Yes ☐ No ☐

*(The term spa refers to an outdoor spa perhaps adjacent a pool and not spa bath)*

Method of heating (select one) Solar ☐ Gas ☐ Electric ☐ Not Heated ☐

Sauna: Yes ☐ No ☐

Common BBQ area: Yes ☐ No ☐

Motorised pergola louvers: Yes ☐ No ☐

Motorised window shutters: Yes ☐ No ☐

Solar garden lights: Yes ☐ No ☐

Free-standing shed: Yes ☐ No ☐

Approximate shed size:

Motorised garage door/boom gate: Yes ☐ No ☐

Automatic irrigation system: Yes ☐ No ☐

*(Includes garden watering installations - control panels, pumps, timing devices)*

Solar powered generating system: Yes ☐ No ☐

*(please include size (kw) and cost after rebate if known) KW:*

*Cost after Rebate:*

**Please indicate if your property has any of the following common property assets (only applicable to villas, townhouse, units or apartments)**

## Common area property

Gym: Yes ☐ No ☐

Cardiovascular equipment (select one): 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8+ ☐

*(Cardiovascular equipment includes exercise bikes, treadmills, rowing machines etc.)*

Resistance equipment (select one): 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8+ ☐

*(Resistance equipment refers to freestanding weight machines)*

Elevators (select one): 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8+ ☐

Garbage chute Yes ☐ No ☐

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## Attachments

Additional files to be attached? Yes ☐ No ☐

*(You can send furniture lists, floor plans, photos. All these items help with creating your tax depreciation schedule.)*

***Please review checklist and ensure the details you entered are correct and as accurate as possible. Your Tax Depreciation estimate will be based on the information provided on this checklist.***

## Payment Terms & Client Authorisation

Payment for your depreciation schedule must be made upfront and before work on the report will commence. Please continue to the Credit Card Authorisation form on page 12 to make payment via credit card. Alternatively, if you do not wish to pay by credit card, an invoice can be issued with details to make payment via B-Pay, Direct Deposit or Credit Card online.

To complete your application process, please sign the client authorisation on page 13 and forward the forms to our head office as per the request detailed on page 3 of this application form.



CLIENT'S PHONE NUMBER:

CLIENT'S INVESTMENT PROPERTY ADDRESS:

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## Client Authorisation

Should you wish to proceed, please sign below, confirming your acceptance of the terms and conditions as listed on [www.austtaxonline.com.au](http://www.austtaxonline.com.au) and email or post it to our office. If you do not wish to pay by credit card, please leave the details blank and an invoice will be emailed to you with other payment options.

Email: [support@austtaxonline.com.au](mailto:support@austtaxonline.com.au)

Assuring you our best attention at all times.

**Total Invoice Amount inc GST: \$428.90**

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Credit Card Type – please tick

Master Card: ☐      Visa Card: ☐

Credit Card Number:

Expiry Date:

/

Credit Card Verification Number:

**What is a Card Verification Number (CVN)?** This is a 3 digit code that provides extra security for online payments. For Visa, MasterCard and Diners, this is the last 3 digits on the back of the signature panel.

Name on Card:

Authorisation Signature:

Australian Tax Depreciation Services Pty Limited

abn | 28 105 828 448

email | [support@austtaxonline.com.au](mailto:support@austtaxonline.com.au)

P: 1300 295 899

[www.austtaxonline.com.au](http://www.austtaxonline.com.au)

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## Client Authorisation

**Should you wish to proceed, please sign below, confirming your acceptance of the terms and conditions and email or post it to our office.**

Assuring you our best attention at all times.

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### AUTHORISATION

I/We the undersigned hereby accept the fees and hereby authorise Australian Tax Depreciation Services to locate construction documents, make all necessary enquiries and to access the property as required to complete the Tax Depreciation Schedule.

If completing the application forms on a computer, you may print your name in place of signing to provide authorisation.

.....  
Signed & Accepted by:

Date

Thank you for completing our **SELF ASSESSMENT APPLICATION** form.

For fastest turn around time, please **submit your forms** to our head office via email:

#### EMAIL

[support@austrtaxonline.com.au](mailto:support@austrtaxonline.com.au)

#### PHONE

1300 295 899

Forms can also be submitted by post to:

#### ATDS

Level 4,5 & 12, Plaza Building, 95 Pitt Street, Australia Square, **Sydney** NSW 2000

Level 10, 555 Lonsdale Street, **Melbourne** VIC 3000

Level 23, 127 Creek Street, **Brisbane** QLD 4000

Level 3, 267 St Georges Terrace, **Perth** WA 6000

Level 5, City Central, Tower 2, 121 King William Street, **Adelaide** SA 5000

Once we have received your forms, you will be sent a confirmation SMS.

For more information or to talk to an expert please give us a call.

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