

## PAYG Income Tax Withholding Variation

1. Copies of two of your most recent pay slips.
2. Details of your employer including their ABN (if not shown on the pay slip).
3. Details of the Payroll person including their name, contact phone number and postal address.
4. Details of rent to be received for each property including those which may not, currently be rented, please provide the date as to when rent will commence.
5. Details of rental expenses i.e. management fees, interest, rates, body corporate fees, insurance, repairs and maintenance etc. You can provide us with details of amounts paid to date and we shall base our estimates on those figures.
6. Loan bank statements applicable to properties.
7. If you have purchased any new properties, please provide copies of the following:
  - a. Settlement statement
  - b. Details of stamp duty and legal fees paid
  - c. Finance costs break down provided by lenders solicitors or lenders
  - d. Details of Building contract and drawdown schedule where a house and land package has been concluded. This should also include details of any extra requested by the builder
  - e. Copies of quantity surveyors report detailing depreciation and capital allowances schedule together with the cost thereof (Please let us know if you do not have one and require us to arrange one for you).
  - f. Details of any mortgage insurance taken, together with premium details.
8. Any other information associated with the investment property that may be of assistance to us.
9. Interest on Investment Loans, e.g. loans for investments in Forest schemes, Marina Berths, Shares etc. and the bank statements to support these.

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