

**CAPITAL ALLOWANCE AND
TAX DEPRECIATION**

Gray Robinson & Cottrell

9 Bayswater Street
PADDINGTON
BRISBANE
QLD 4064
AUSTRALIA
Tel (07) 3878 6222
Fax (07) 3878 6111
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PROPERTY INFORMATION REQUEST FORM	
(Name of Property)	
LOT NUMBER	
115 TODDS ROAD, LAWNTON	

REQUEST DETAILS	Date of Request :				
	Request Received From :				
	Company :	N/A			
	Contact Details :	Phone (W) :	N/A	Phone (H) :	N/A
		Fax (W) :	N/A	Mobile :	
		Email :			

OWNER DETAILS	Name of Owner :				
	Postal Address :				
	Street Address :				
	Contact Details :	Phone (W) :	N/A	Phone (H) :	N/A
		Fax (W) :	N/A	Mobile :	N/A
		Email :	N/A		
Is the Owner an Owner-Occupier :	OWNER				
Is the Owner a First Time Home Buyer :	NO				

PROPERTY DETAILS	Property Name :				
	Property Address :				
	Unit Number :				
	Lot Number :				
	Real Property Description :				
	Unimproved Land Value : (Rates Valuation at date of purchase)	UNIMPROVED LAND VALUE ON RECORD			
	Date of Unimproved Land Value :	N/A			

INSPECTION CONTACT DETAILS	Who to Contact for a Site Inspection :	Tenant	N/A	Agent	N/A	Manager	N/A
	Tenant Details :	Name :	N/A				
		Phone (W) :	N/A		Phone (H) :	N/A	
		Fax (W) :	N/A		Mobile :	N/A	
		Email :	N/A				
	Agent/Manager/Other Details :	Name :	TO BE PROVIDED BY DEVELOPER				
		Phone (W) :	DITTO				
		Fax (W) :	DITTO				
		Email :	DITTO				
		Mobile :	DITTO				

PURCHASE DETAILS	Purchase Price :		
	Stamp Duty Paid :		
	Legal Acquisition Fees :		* Conveyancy costs, etc.
	Other Acquisition Fees :		* Search Fees, etc.
	Sub Total		
	Post Settlement Expenditure :		< Please provide detailed breakdown of cost and dates of installation
	Total Purchase Cost		
	Contract Date :		Refer to Contract of Sale
	Settlement Date :		Refer to Settlement Notice or Contract of Sale
			* Both above exclude all costs associated with financing the purchase

BUILDING DETAILS	Original construction commencement date :	N/A	Available via Council Search by Owner*	
	Original construction completion date :	BY DEVELOPER	Available via Council Search by Owner*	
	Is the original cost of construction available, preferably in trade order? :		N/A	Mark the appropriate cell
	Are drawings and other construction documents available? :		N/A	
	Are there any variations to the Original Building Contract? :		N/A	
	Are there any items of loose furniture to be included? : (Please Attach Details)		YES NO	
*Please note that it is required that the owner obtains the information required from council searches if Gray Robinson & Cottrell have not indicated that they have the details on record.				

COMMUNITY TITLED	Provide Community Titles Plan :	N/A	State if not available by entering N/A in adjacent block	
	Body Corporate Details :	TO BE PROVIDED BY DEVELOPER		
	Contact :	DITTO		
	Phone :	DITTO		
	Fax :	DITTO		
	Email :	DITTO		
Individual Lot Entitlement by Interest :	DITTO			
Total Lot Entitlement by Interest :	DITTO			
Please note that it is the owner's responsibility to supply the above information or to request and ensure that the body corporate forwards the same to Gray Robinson & Cottrell.				

COMMISSION DETAILS	I/We confirm the engagement of Gray Robinson & Cottrell to provide a Capital Allowance and Tax Depreciation Report for the Fee as agreed within the submission correspondence that accompanied this form. I/We confirm that all information provided in this form is applicable to the property and is current as per the date as indicated below.			
	Signed :		Date :	
	Note that the Report will only be issued on receipt of full payment of the Fee as agreed in the accompanying submission letter or email.			
	Please indicate when the report is required by :		Date	
	Note that Gray Robinson & Cottrell requires two working weeks from the date of receipt of the form including all the required information therein.			
	The Report is to be forwarded to :	Name :		
	Postal Address :			

CAPITAL ALLOWANCE AND TAX DEPRECIATION REPORTING

CONDITIONS OF OFFER AND ASSISTANCE WITH PROVISION OF REQUIRED INFORMATION

Explanatory Notes for completion of the Property Information Questionnaire

The following notes are to assist the property owner to complete the questionnaire, where applicable.

Where the requirement is obvious, no further comment is made or advice offered.

Typically the information required would be that where “cells” are “empty” and coloured light blue.

The questionnaire is a generic form for all types of properties, hence some information required will not be relevant to the particular report and the “cell” is marked “N/A” accordingly.

- **Property Details**
 - All property identification details are included in the purchase contract documentation
 - The rates valuation for the land is that prevalent at the time of purchase
- **Purchase Details**
 - Stamp Duty Paid – if this is not available, we can estimate the same
 - Legal Acquisition Fees – are for all legal cost of conveyance and the like
 - Other Acquisition Fees – are for the cost of searches and the like
 - Please note that all cost relating to financial arrangements are not claimable via this type of reporting but the full cost can be claimed as an expense in the particular tax year
 - All costs relating to Administration Funds and Sinking Funds are not claimable via this type of reporting but can be claimed in full as an expense in the particular tax year
 - The cost for rates and taxes cannot be claimed via this type of reporting but can be claimed as an expense in the particular tax year
 - Post Settlement Expenditure – this is the cost of any fitout works done after settlement
 - If relevant the owner is to provide the scope of the work, the approximate start and completion dates thereof and the overall cost
- **Building Details**
 - The original commencement of construction date is not essential
 - The original completion of construction date can be approximate

- Loose furniture, fitout and equipment – if this exists in the property then the owner must provide an inventory and overall cost of the same
- **Community Titled**
 - If the property is strata titled, then the owner must provide-
 - The surveyor’s plans of the whole complex showing the internal units areas, the external unit areas, the exclusive use areas and the common areas
 - The Lot Entitlement Schedule by Interest of the whole complex
 - These details are included in the purchase contract documents and are also obtainable from the body corporate manager

Conditions of issuing of Reports

- The report will be provided within a two week time frame of all of the information being provided by the owner
- Reports are only issued when the fees are paid
- Payment of the fees can only be made by cheque or direct deposit into our bank account
- Either way, the payment is to be identified with the owners name and the property they are paying for
- If fees are paid by cheque the report will be released when the cheque is honoured
- If fees are paid by direct deposit into our bank account, the account details are:-
 - Bank Commonwealth Bank Australia
 - BSB 064-152
 - Account Number 1007 2891
 - Account Name Gray Robinson & Cottrell Pty Ltd

We thank you for the opportunity to provide you with this service.

Please call for assistance or further explanation of any requirement you may have.

Alternative Services

Gray Robinson & Cottrell Pty Ltd

Contact Person:-

**Edward de Wet
 Telephone (07) 3878 6222
 Facsimile (07) 3878 6111
 Mobile 0419 878 007
 Email edewet@grcqs.com**