DearClient,

Completion of the attached form will assist DEPPRO to provide you with the maximum return on your investment property.

**Non-completion of any of the areas on the form may delay the time we take to complete your schedule.**

|  |  |
| --- | --- |
| **[ ]**  | Purchase price Total purchase price with land. |
| **[ ]**  | Construction cost Does not include land value, stamp duty or legal fees. |
| **[ ]**  | Stamp duty / legal feesThese figures **do not** include any money connected to your mortgages or refinancing. |
|
| **[ ]**  | Land valueThe unimproved capital land value (UCV) or site value **as at the date the property was purchased** is required (not date became rental). Available from first rates notice after purchase of property. |
| **[ ]**  | Contract date D D/M M / Y Y Y YWill always be before settlement date. The date you signed for property. |
| **[ ]**  | Settlement date D D/M M / Y Y Y YThe date you took possession of the property. Tax depreciation begins on all properties from the original date of purchase. This also applies if the property has been or is currently your principle place of residence. |
|
| **[ ]**  | Construction completion date M M / Y Y Y YAvailable from the electricity supplier as the date meter first installed or from the local council. If built prior to 1985 just write “pre ’85” in the appropriate box. |
| **[ ]**  | Included in purchase priceIf the property was purchased with any furniture, please provide an inventory (and the cost if known). Some properties have renovations carried out prior to purchase please list any that you can identify and the date they were completed. This will assist in maximising your return. |
| **[ ]**  | Immediate additions to the purchase priceTo enable us to include them in your schedule please supply a date, description and cost of these items.  |
| **[ ]**  | Major renovationsIf you have completed major renovations such as a complete refurbishment please contact a staff member to discuss. This ensures our service is giving you maximum return for our fee. |

Payments

**DEPPRO** begins processing your information and investigating your property as soon as the completed form is received. For this reason we will process your payment on receipt of this form.

Questions or concerns

**Should you have any further queries, please do not hesitate to contact any of our staff on 1300 888 489.**

Yours sincerely

**Paul Bennion**

BAppSc(Quantity Surveying), AAIQS
Managing Director

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| **ORDER FORM – RESIDENTIAL metro**Quotation valid for 14 days from        |

|  |  |  |
| --- | --- | --- |
| 1. |  PROPERTY OWNER |  |
|  | Name(s) as stated on contract:       |  |
|  | Address:       |  |
|  |       State:       Postcode:       |  |
|  | Phone work:       Fax:       |  |
|  | Phone home:       Mobile:       |  |
|  | Email address:       |  |
|  |  |  |
|  |  |  |
| 2. |  INVESTMENT PROPERTY |  |
|  | Unit #:       Street address:       |  |
|  |       State:       Postcode:       |  |
|  | Building / Complex name:       |  |
|  |  |  |
| Contact to arrange inspection (please specify property manager or tenant) |  |
|  | Name:       Phone:       |  |
|  | Fax:       Mobile:       |  |
|  | Email address:       |  |
|  |  |  |
|  |  |  |
|  | Purchase price |  | Date contract signed |  |
|  | $       |  |   |   | / |   |   | / |   |   |   |   |  |
|  | Stamp duty |  | Settlement date |  |
|  | $       |  |   |   | / |   |   | / |   |   |   |   |  |
|  | Legal / Conveyancing fees |  | Construction completion date (if known) |  |
|  | $       |  |   |   | / |   |   | / |   |   |   |   |  |
|  | Construction cost (if known) |  | Land cost OR Land value at settlement |  |
|  | $       |  | $       |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 3. |  RENOVATIONS *(if extensive supply separate list)* |  |
| Renovations included in purchase, please include cost and date completed (if known) |  |
|  |  |  |
|  | Description of renovation/s or items

|  |
| --- |
|       |
|  |

 |  |
| Renovations additional to purchase, please include cost and date completed  |  |
|  | Type Cost Date |  |
|  |       $        /  /     |  |
|  |       $        /  /     |  |
|  |       $        /  /     |  |
|  |       $        /  /     |  |
|  |       $        /  /     |  |
|  |  |  |
|  |  |  |
| 4. |  REFERRER |  |
|  |  |  |  |
|  | Who referred you to DEPPRO? |  Pride Mortgage Services |  |
|  |  |  |  |
|  | How did you hear about us? |        |  |
| Accountant’s details |  |
|  | Name:       |  |
|  | Address:       |  |
|  |       State:       Postcode:       |  |
|  | Phone work:       Fax:       |  |
|  | Mobile:       |  |
|  | Email address:       |  |
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| We supply these details in acceptance of the offer to provide a detailed Property Tax Allowance Schedule for a once off tax deductible fee of $544.50 (inclusive of GST)Cheque or Money Order Payable to DEPPRO Pty Ltd or please charge my credit cardCredit card details: [ ]  Amex [ ]  Visa [ ]  MasterCard |
|  | Amount: $ |       |  |
| Card number: |   |   |   |   |  |   |   |   |   |  |   |   |   |   |  |   |   |   |   |  |
|  |  |  |
| Name on card: |       |  Signature: |  |
|  |
| Expiry date: |   |   |  |   |   |   |   |  |  CVN/CVV2: |   |   |   |   |  |
|  |