



DEPPRO Pty Ltd  
2A Bay Street,  
Double Bay NSW 2028  
P.O.BOX 698  
Double Bay NSW 2028  
Telephone: 02 9328 3390  
Facsimile: 02 9328 3590  
Email: [Syd@deppro.com](mailto:Syd@deppro.com)  
[www.deppro.com](http://www.deppro.com)  
ABN 68 070 490 747

Dear Property Owner,

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
- Construction cost** – Does not include land value, stamp duty or legal fees
- Stamp duty/legal fees** – These figures do not include any money connected to your mortgages or refinancing.
- Land value** – The 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** – dd/mm/yyyy – Will always be before settlement date. The date you signed for property.
- Settlement date** – dd/mm/yyyy – The 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** – mm/yyyy - Available 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 price** – If 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 price** – DEPPRO reports can **only** include furniture and renovations completed within approximately **1 month** of settlement. To enable us to include them in your schedule please supply a date, description and cost of these items.
- Later additions to the purchase price** – These items **are not included** in your schedule and should be claimed through your accountant or tax agent. This ensures accuracy within ATO guidelines.
- Major renovations** – If 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 789 668.

Yours sincerely

Paul Bennion  
BAppSc (Quantity Surveying), AAIQS  
Managing Director



**Order Form**  
**RESIDENTIAL PROPERTY**  
 In  
 Sydney Metro Area  
 \$550 (Inclusive GST)

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PERSONAL	Name of purchaser(s):				
	Postal address:			State:	Post code:
	Phone work:	Fax:	Home:	Mobile:	
	Email address:				
	Accountants Contact Details:	Company Name:	Accountants Name:	Phone:	

PROPERTY	Unit complex name: (if applicable)					
	Street address:			State:	Postcode:	
	Complete One Line Only	A). Established home Purchased off plan	Purchase price:	Land value: As at settlement	Date contract signed: Day/Month/Year	Settlement date: Day/Month/Year
		B). Known construction cost House and land package	Construction cost:	Land cost:	Date contract signed: Day/Month/Year	Handover date: Day/Month/Year
	Fees <i>not</i> connected to mortgage		Stamp duty:	Legal fees:		
	Name of contact to arrange inspection:			Phone:	Mobile:	Fax:
	Rental type (Please tick)	Holiday accommodation		Permanent let		
Construction completion date If built prior to 1985 write "pre 85"		Month/Year		Obtained from energy supplier as date first meter installed or from Council		

RENOVATIONS	Included in purchase price	1. What furniture came with purchase? 2. What renovations were included in the purchase price and when did they occur? If extensive supply separate list
	Within one month of purchase	These <b>WILL</b> be included in your schedule if descriptions, costs and dates are provided. If extensive supply separate list
	Later than one month	These <b>WILL NOT</b> be included in your schedule and should be claimed through your accountant. If a major renovation contact a staff member to discuss

How did you hear about us?	<b>CPS Property</b> Suite 403 / 55 Holt St Surry Hills NSW 2010 Ph: 1300 937 277 <b>Property Manager: Ms Margaret McManus</b> M: 0400 237 147
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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 \$550 (inclusive of GST). VC

**Cheque or Money Order payable to DEPPRO Pty Ltd or please charge my credit card**

Credit Card Details     Bankcard     Visa     MasterCard

Card Number: ----- Amount \$550.00

Name on Card: ..... Signature:.....Expiry Date.....