

INVESTOR CHECKLIST

Buying an investment property

A working checklist for the months leading up to settlement on an investment property purchase. Whether it is your first or your fifth, print and tick as you go.

Before you offer

- Borrowing capacity confirmed in writing**
Pre-approval from a credible lender, not a verbal estimate.
- Ownership structure decided before any offer**
Personal name, trust, company, SMSF or hybrid. Modelled for tax, asset protection and serviceability.
- Deposit and acquisition costs in cleared funds**
Deposit, stamp duty, legal/conveyancing, building/pest inspection, plus a 1% buffer.

Pre-settlement checks

- Conveyancer or solicitor engaged**
Engaged before you sign. They review the contract, conduct searches, handle settlement.
- Building, pest and strata reports ordered**
Do not waive these. The cost is small relative to what they protect against.
- Insurance organised before settlement**
Building, landlord, public liability if relevant. Effective from settlement date.

Operational setup

- Property manager appointed**
Selected and briefed before settlement so they can market and let without delay.
- Depreciation schedule ordered**
Quantity surveyor schedule for any property built or substantially renovated since 1987.
- Bank accounts and bookkeeping set up**
Dedicated transaction account for rent in / expenses out. Clean records from day one.
- Tax position discussed with your accountant**
PAYG variation considered if negatively geared. Avoids waiting 12 months for the refund.