



Capital Gain Tax Preparation Checklist 2025

Client name: _____ Phone/Email _____

This checklist is created to help you prepare your documents for the capital gains/ loss earned/ incurred during the year. Please review all questions and check if they relate to your circumstances. Please complete and attach with your paperwork for tax return preparation. Please feel free to contact us if you have any questions

Current Year Details

	Yes / No N/A
Address of the Property: _____ Legal ownership of the property – Joint/Tenants in Common. Names of owners with %age of ownership	
Purchase documents: • Date of Contract: _____ • Date of Settlement: _____ • Purchase Contract: (first page for 2 NSW, first 5 pages for other states) • Settlement Sheet at the time of purchase: • Stamp Duty - might be part of documents provided by your lawyer • Legal fees toward purchase of property • Initial repairs to the property - receipts of capital Items or Improvements. • Depreciation schedule, if prepared	
Sale documents: • Date of Contract: _____ • Date of Settlement: _____ • Sale Contract: (first page for 2 NSW, first 5 pages for other states) • Settlement Sheet at the time of sale: • Agent commission: • Legal fees • Any renovations that has not been claimed e.g. Improvements just before sale	
Is the property sold your principal place of residence (PPR)? Has it been your PPR for any period of ownership?	
Have you used any part of your PPR for income producing purposes e.g. running a business from home or claiming Interest cost of mortgage as home office? Please specify estimated dates. Notes:	
Was the property rented out? Full period or Dates: From _____ to _____	
Was the property vacant for any period?	
Was there a period of ownership of this property when its mortgage and other costs were not deducted (initial construction or subsequent vacancy period). Please provide expenses incurred on this property during such period including mortgage interest, council, water, strata, insurance etc.	
If you have converted your principal residence into investment, it may still be exempt from Capital Gains tax under the 6 Years rule. If this applies, please contact us	