

Bank Accounts

- Statements for the period 1 July to 30 June with cheque deposits and details
- Copies of interest advices for all interest-bearing accounts
- Term Deposit Statements

Shares, Trusts & Dividends

- Statements along with contracts for Buy & Sell
- Trade Reports
- Copies of dividend advices
- Copies of any fund statements

Rental Property Income

- Annual and monthly rental statements
- Rental expenses , details of any repairs or maintenance to assets during the tax year
- Signed Lease agreement
- Title Search
- Market Appraisal & Valuations
- Landlord Insurance Policy
- Depreciation - List all assets showing date of purchase, price, description, hire purchase or lease details
- Purchase of investment property, settlement statement when bought
- Bare trustee details and deeds if a borrowing arrangement has occurred

Contract of sale or disposal of Assets

- Copies of settlement statements when sold
- Contract of sale

Contribution Summary

- Member details of contributions and type of contribution
- Attach any rollover statements
- Government co-contribution correspondence

General

- Investment strategy
- Audit Engagement Letter
- Pension drawdown summary, along with any correspondence regarding pension
- Copy of Life Insurance policy if taken

New Funds

- Trust Deeds
- Signed Trustee Consent
- Signed Application for Membership