



Selling an investment property triggers a **Capital Gains Tax (CGT)** event. Accurately capturing every element of the **cost base** — and every deductible cost at sale — can significantly reduce your CGT liability. Please complete and tick off each item below, enter dollar amounts where prompted, and return all listed documents to your Tenfold Wealth Accountants adviser.

1 CLIENT & PROPERTY DETAILS

Client name(s)	Full legal name(s) as they appear on title
Property address	Enter property address...
Type of property	e.g. House, Unit, Townhouse, Vacant Land
Date of settlement (purchase)	DD / MM / YYYY
Date of exchange (purchase)	DD / MM / YYYY
Date of exchange (sale)	DD / MM / YYYY
Date of settlement (sale)	DD / MM / YYYY

2 PURCHASE CONTRACTS & DOCUMENTS – tick each item and attach

- Contract of Sale (purchase) *Signed copy — purchase price, inclusions and special conditions*
- Certificate of Title / Title Search *Confirms ownership and any encumbrances*
- Settlement Statement (purchase) *From your conveyancer — exact settlement adjustments*
- Stamp Duty / Transfer Duty — Notice of Assessment *Issued by Revenue NSW or relevant state revenue office*
- Mortgage / Loan Documents *Establishment and registration costs not tax-deductible*
- Building & Pest Inspection Report & Invoice
- Survey or Strata Plan *If applicable — needed for land area calculations*
- Tax Depreciation Schedule (Div 40 & Div 43) *Quantity surveyor report — all years of ownership — critical for cost base*
- Property valuation obtained at purchase

3 COST BASE — ELEMENT 1: PURCHASE PRICE (s110-25(2) ITAA 1997)

The **first element** of the cost base is the money paid (or market value) to acquire the property. This is the contract price, including any deposit.

<input type="checkbox"/> Contract purchase price	\$ 0.00
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COST BASE — ELEMENT 2: INCIDENTAL ACQUISITION COSTS (s110-35 ITAA 1997)

Costs incurred when acquiring the property. They increase your cost base and reduce the capital gain. Provide original invoices for all items ticked.

<input type="checkbox"/> Stamp duty / transfer duty	\$ 0.00
<input type="checkbox"/> Legal / conveyancing fees (purchase)	\$ 0.00
<input type="checkbox"/> Title search fees	\$ 0.00
<input type="checkbox"/> Loan establishment / mortgage registration fees <i>Only if NOT previously claimed as a tax deduction</i>	\$ 0.00
<input type="checkbox"/> Building & pest inspection fee	\$ 0.00
<input type="checkbox"/> Survey or strata search fee	\$ 0.00
<input type="checkbox"/> Property valuation fee at acquisition	\$ 0.00
<input type="checkbox"/> Buyer's agent / buyers' advocate fee	\$ 0.00
<input type="checkbox"/> Council / water rate adjustments at settlement <i>As shown on settlement statement</i>	\$ 0.00
<input type="checkbox"/> Any other acquisition costs <i>e.g. agent's negotiating fee — provide invoices</i>	\$ 0.00

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COST BASE — ELEMENT 3: NON-DEDUCTIBLE OWNERSHIP COSTS (s110-45 ITAA 1997)

Important: Only costs that were **NOT claimed as a tax deduction** in any year can be included here. This element most commonly applies to periods the property was **not rented** (e.g. owner-occupied or vacant). If you claimed interest, rates or insurance against rental income, those amounts cannot also increase your cost base.

<input type="checkbox"/> Interest on loans (non-deductible periods only) <i>e.g. periods of owner-occupation or private use</i>	\$ 0.00
<input type="checkbox"/> Council rates (non-deductible periods only)	\$ 0.00
<input type="checkbox"/> Water rates (non-deductible periods only)	\$ 0.00
<input type="checkbox"/> Land tax (non-deductible periods only)	\$ 0.00
<input type="checkbox"/> Body corporate / strata levies (non-deductible only)	\$ 0.00
<input type="checkbox"/> Home & contents / landlord insurance (non-deductible only)	\$ 0.00
<input type="checkbox"/> Property management fees (non-deductible periods only)	\$ 0.00

* Provide a year-by-year summary of costs for periods the property was not rented. Your Tenfold adviser will confirm which amounts qualify.

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COST BASE — ELEMENT 4: CAPITAL IMPROVEMENTS (s110-25(5) ITAA 1997)

Capital expenditure that **increased the value or changed the character** of the property. These are distinct from repairs & maintenance (which are deductible in year incurred). Provide itemised invoices for every project.

<input type="checkbox"/> Structural renovations / extensions <i>e.g. new rooms, building extensions, structural alterations</i>	\$ 0.00
<input type="checkbox"/> Kitchen or bathroom renovation (capital in nature) <i>Full replacement — not like-for-like repair</i>	\$ 0.00
<input type="checkbox"/> New deck, pergola or outdoor structure	\$ 0.00
<input type="checkbox"/> Fencing (new construction, not like-for-like)	\$ 0.00
<input type="checkbox"/> Driveway or path (new construction)	\$ 0.00
<input type="checkbox"/> Swimming pool or spa installation	\$ 0.00
<input type="checkbox"/> Solar panel system installation	\$ 0.00
<input type="checkbox"/> Garage / carport addition	\$ 0.00
<input type="checkbox"/> New floor coverings (capital, not replacement)	\$ 0.00
<input type="checkbox"/> Landscaping — capital works component <i>New earthworks, retaining walls, major irrigation systems</i>	\$ 0.00
<input type="checkbox"/> Other capital improvements <i>Attach all invoices with dates and descriptions</i>	\$ 0.00

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COST BASE — ELEMENT 5: TITLE & RIGHTS COSTS (s110-25(6) ITAA 1997)

Costs incurred to **establish, preserve or defend** your title or rights to the property.

<input type="checkbox"/> Legal costs defending title / ownership disputes	\$ 0.00
<input type="checkbox"/> Boundary survey to establish title	\$ 0.00
<input type="checkbox"/> Easement or covenant legal costs	\$ 0.00
<input type="checkbox"/> Adverse possession / boundary resolution costs	\$ 0.00

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DEPRECIATION — COST BASE REDUCTION (s110-45(1B) ITAA 1997)

Critical: Tax deductions previously claimed under **Division 43** (capital works write-off) **reduce your cost base** dollar for dollar. Division 40 (plant & equipment) depreciation may also reduce asset costs. Provide your depreciation schedule and all prior tax returns showing amounts claimed.

<input type="checkbox"/> Tax depreciation schedule (Div 40 & Div 43) <i>Quantity surveyor report — all years of ownership</i>
<input type="checkbox"/> Total Div 43 capital works deductions claimed (all years) <i>Reduces cost base of the building</i>
<input type="checkbox"/> Total Div 40 plant & equipment deductions claimed <i>For assets still included in the sale</i>
<input type="checkbox"/> All prior year tax returns (full ownership period) <i>To verify depreciation and all deductions claimed</i>

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SALE CONTRACTS & DOCUMENTS *– tick each item and attach*

- Contract of Sale (sale) *Signed copy — sale price, deposit, conditions, inclusions and exclusions*
- Settlement Statement (sale) *From your conveyancer — net proceeds and all adjustments*
- Real estate agent's authority to sell *Confirms commission rate agreed*
- Final invoice from real estate agent *Commission + GST breakdown*
- Auctioneer's fee invoice (if applicable)
- Marketing / advertising invoices *All pre-sale marketing costs paid by you*
- Conveyancer / solicitor invoice (sale) *Legal fees and disbursements for the sale*
- Pre-sale building or pest inspection (if required)
- Pre-sale capital repairs required by contract *Capital repairs only — not ongoing maintenance*
- Section 32 / vendor statement costs (VIC/WA/SA) *If applicable in your state*
- Discharge of mortgage — lender fee invoice
- Title insurance (if not claimed as a deduction)

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SALE PRICE & INCIDENTAL COSTS OF SALE *(s116-20 ITAA 1997)*

Incidental sale costs are deducted from your capital proceeds (sale price) when calculating the capital gain, provided they have **not** already been claimed as a tax deduction.

<input type="checkbox"/> Contract sale price	\$ 0.00
<input type="checkbox"/> Real estate agent commission (inc. GST)	\$ 0.00
<input type="checkbox"/> Auctioneer's fee (inc. GST)	\$ 0.00
<input type="checkbox"/> Marketing / advertising costs	\$ 0.00
<input type="checkbox"/> Conveyancer / solicitor fees (sale)	\$ 0.00
<input type="checkbox"/> Discharge of mortgage fee	\$ 0.00
<input type="checkbox"/> Section 32 / vendor statement preparation cost	\$ 0.00
<input type="checkbox"/> Any other incidental sale cost <i>Provide invoices</i>	\$ 0.00

11 CGT DISCOUNT & CONCESSIONS

Individuals and trusts may be entitled to a **50% CGT discount** if the property was held for more than 12 months. If the property was ever your **main residence**, a partial or full exemption may apply. Complete the details below for your adviser.

- Property held for more than 12 months?
- Was the property ever your main residence (home)?
- If yes — date moved IN as main residence
- If yes — date moved OUT as main residence
- Was the property rented while also your main residence?
- Was the property ever used in a business?
- Vendor entity type (individual/trust/company/SMSF) *Entity type affects CGT discount eligibility*
- Any prior CGT events on this property? *e.g. partial sale, insurance payout — provide details*
- Any CGT rollovers applied at time of purchase? *e.g. relationship breakdown rollover*

12 FOREIGN RESIDENT CGT WITHHOLDING (FRCGW)

If you are a **non-resident for Australian tax purposes**, the purchaser may be required to withhold 12.5% of the sale price. **Australian residents** selling a property for **\$750,000 or more** must provide an ATO Clearance Certificate to the purchaser to avoid withholding. Apply via ATO online — allow up to 28 days.

- Australian resident for tax purposes at time of sale?
- ATO Clearance Certificate obtained (required if sale >= \$750K)
- Copy of ATO Clearance Certificate provided to purchaser

Disclaimer: This checklist is a general guide only and does not constitute tax or financial advice. CGT rules are complex and depend on your individual circumstances. Please speak with your Tenfold Wealth Accountants adviser before making any decisions. Information is current as at March 2026 and based on Australian taxation law. Tenfold Wealth Accountants is a Registered Tax Agent.