DECISION WORKSHEET

Australian investment-property due-diligence checklist

A fillable, print-friendly companion to the GrowThenDraw investment-property calculator. Verified against national Australian sources on 2 August 2026.

What this can and cannot do

Use this to organise evidence and questions before a decision. Property law, duty, land tax, tenancy rules, planning controls and contract requirements vary by state, territory and transaction. A checklist cannot replace independent legal review, finance approval, tax advice, valuation, insurance advice or qualified building and pest inspection.

1. Deal snapshot

Property address or listing reference

State / territory

Property type

Price / offer (AUD)

Independent weekly-rent estimate (AUD)

Deposit plus buying costs (AUD)

Proposed investment loan (AUD)

Review date

Contract / auction deadline

2. How to use the worksheet

- [ ] Record the source and date for every price, rent, cost, vacancy and tax assumption.
- [ ] Mark an item complete only when you have evidence, not because an agent or promoter said it verbally.
- [ ] Run the calculator baseline first, then test rate, rent, vacancy and repair shocks one at a time.
- [ ] Keep unanswered items visible. An unknown is a risk to price, cash flow or timing - not a zero.

PROPERTY EVIDENCE

Title, contract and physical condition

The contract and site determine what is actually being purchased. Use qualified professionals and official local records for the address.

3. Legal and planning review

- [ ] An independent property lawyer or conveyancer has reviewed the contract before the offer becomes unconditional.
- [ ] Legal ownership shares and names match the intended financing and tax reporting. No calculator has chosen the ownership structure.
- [ ] Title boundaries, easements, covenants, encumbrances and access issues have been explained in writing.
- [ ] Local council planning controls, zoning and proposed nearby changes have been checked using current official records.
- [ ] Approvals for additions, renovations, pools, decks, secondary dwellings or other material works have been checked.
- [ ] Tenancy, vacant-possession, inclusions, settlement and special-condition clauses are understood.
- [ ] Foreign-investment, owner-occupier grant, SMSF, trust, company or non-resident issues have been ruled out or separately reviewed.

4. Building and pest evidence

- [ ] A qualified, independent building inspection has assessed structure, damp, drainage, waterproofing and visible safety issues.
- [ ] A qualified pest inspection has assessed termites, past damage and relevant risk factors.
- [ ] Likely rectification and near-term capital works have written cost estimates rather than optimistic allowances.
- [ ] Major systems and fixed assets have been checked: roof, electrical, plumbing, hot water, heating/cooling and appliances included in the sale.
- [ ] For an apartment or strata property, the inspection scope and common-property responsibility are clear.

Contract, title and inspection notes

OPERATING EVIDENCE

Rent, strata, climate and insurance

A credible rent estimate and complete operating-cost picture matter more than the listing's headline yield.

5. Rental evidence and operating costs

- [ ] The weekly-rent estimate is supported by recent comparable leases or an independent property manager, with the date recorded.
- [ ] Local vacancy conditions and a realistic annual vacancy allowance have been checked; zero vacancy is not assumed by default.
- [ ] Property-management fees, letting fees, advertising, inspections and reletting costs have been quoted.
- [ ] Council rates, owner-paid water, building and landlord insurance, repairs, maintenance and other recurring costs are documented.
- [ ] State or territory land-tax treatment has been checked for the intended owner and their other holdings.
- [ ] A cash allowance exists for urgent repairs, tenant turnover and expenses that arrive before any tax benefit.

6. Strata or body corporate

Complete if applicable; otherwise mark the section not applicable in your notes.

- [ ] Current levies, special levies, sinking or capital-works fund, arrears and insurance are reviewed.
- [ ] Recent meeting minutes, budgets, defects, disputes, planned works and cladding or waterproofing issues are reviewed.
- [ ] By-laws affecting leasing, pets, parking, renovations and short-stay use are understood.

7. Climate hazards and insurability

- [ ] Official local flood, bushfire and relevant hazard information has been checked for the exact address.
- [ ] An insurer has provided an address-specific indication of availability, premium, excesses and material exclusions.
- [ ] Expected insurance and resilience or rectification costs are included in the cash-flow assumptions.

Rental, strata, hazard and insurance notes

CASH-FLOW RESILIENCE

Finance and downside stress tests

ASIC Moneysmart warns that rent may not cover repayments and expenses, interest-only periods end, vacancies occur and rates can rise.

8. Loan structure and liquidity

- ☐ The lender or broker has confirmed serviceability and total cash required; an online estimate is not treated as approval.
- ☐ The rate type, comparison rate, fees, loan term, repayment frequency and any offset or redraw conditions are documented.
- ☐ For interest-only finance, the end date and expected principal-and-interest repayment after expiry are documented.
- ☐ Loan purpose and redraws will be kept traceable. Private use of borrowed funds is not assumed to produce deductible interest.
- ☐ The plan can fund deposits, duty, conveyancing, inspections, lender costs and an emergency buffer without relying on immediate tax savings.
- ☐ Liquidity outside the property is sufficient for vacancy, repairs and an income interruption under the household's own circumstances.

9. Calculator stress record

Copy results from growthendraw.com/au/investment-property-calculator. Negative amounts are cash contributions.

Baseline loan rate

Baseline after-tax cash flow / week

Rate +1% cash flow / week

Rate +2% cash flow / week

Rent -10% cash flow / week

Six-week vacancy cash flow / week

Repairs +$10k cash flow / week

Alternate IO / P&I cash flow / week

Cash buffer and the event that would trigger a review or sale

Interpretation

A tax saving reduces tax; it does not pay the mortgage or repair invoice. Review cash flow before and after tax, and distinguish principal repayment from deductible interest.

TAX EVIDENCE

Ownership, deductions and records

ATO treatment depends on ownership, actual use of borrowed funds, genuine rental availability, expense character and records. Estimates are not tax-return entries.

10. Tax and ownership review

- [ ] Rental income and expenses will be reported according to the legal ownership interest, subject to professional confirmation for the structure used.
- [ ] The property will be rented or genuinely available for rent; any private use, below-market rent or unavailable period will be recorded for apportionment.
- [ ] Interest is traced to the use of borrowed funds. Private redraws, mixed loans and refinancing have been separately reviewed.
- [ ] Repairs, initial repairs, improvements, capital works and depreciating assets have not been treated as interchangeable categories.
- [ ] Any decline-in-value or capital-works amount entered in the calculator is supported by records or an appropriate schedule.
- [ ] Buying costs are not automatically treated as annual rental deductions; their tax or cost-base treatment has been checked.
- [ ] The 2027-28 residential-loss category has been checked against the enacted rules, including the 12 May 2026 cutoff and new-dwelling conditions.
- [ ] The possible cash-flow and tax effect of quarantined residential losses from 2027-28 has been reviewed.
- [ ] CGT, main-residence use, ownership changes, inherited interests, trust or company rules and sale costs are outside the rental cash-flow estimate and separately reviewed where relevant.

11. Records to retain

- [ ] Purchase contract, settlement statement, duty, legal, inspection and borrowing-cost records are stored from day one.
- [ ] Loan statements, rental statements, leases, invoices, receipts and evidence of payment are stored with dates and supplier details.
- [ ] Capital improvements, asset disposals, insurance recoveries and private-use periods are recorded separately.
- [ ] A record-retention process has been agreed with the tax adviser, including records relevant to a later capital gain or loss.

Tax questions and documents still missing

DECISION GATE

Independent review, red flags and sources

A complete checklist does not make a property suitable. It makes the assumptions, evidence gaps and professional responsibilities visible.

12. Independent review before commitment

- [ ] Property lawyer or conveyancer: contract, title, settlement, ownership and state-specific requirements.
- [ ] Qualified building and pest inspectors: condition, defects and realistic rectification priorities.
- [ ] Lender or licensed credit professional: approval, serviceability, structure, rates, fees and repayment changes.
- [ ] Registered tax agent or suitably qualified tax adviser: ownership, deductions, loan tracing, 2027 loss treatment, records and CGT boundaries.
- [ ] Insurer: address-specific cover availability, insured amount, exclusions, excesses and hazard treatment.
- [ ] Independent property manager or other evidence source: rent, tenant demand, vacancy and management costs.

Unresolved red flags, conditions or reasons to walk away

13. Decision record

- [ ] Proceed only if listed conditions are satisfied.
- [ ] Revise price or terms and re-run the full baseline plus stress tests.
- [ ] Pause for missing evidence or professional advice.
- [ ] Do not proceed with this property.

Decision date

Next review date

Official sources checked 2 August 2026

ASIC Moneysmart - Buying an investment property
moneysmart.gov.au/property-investment/buying-an-investment-property

Australian Taxation Office - Residential rental properties
ato.gov.au/rental

Australian Government YourHome - Buying an existing house
yourhome.gov.au/buy-build-renovate/buying-existing-house

Federal Register of Legislation - Act No. 49 of 2026
legislation.gov.au/C2026A00049/latest

GrowThenDraw - Australian investment-property calculator
growthendraw.com/au/investment-property-calculator