

David Brake

From: Danielle Barrow [DanielleB@hfbgroup.com.au]
Sent: Thursday, 10 September 2020 12:28 PM
To: David Brake
Subject: Super Fund - information required

Hi David & Lisa

Thanks so much for sending in your super fund's MYOB file.

Would you kindly provide me with the following additional documents:

1. Bank statement for each of the Fund's Westpac accounts, confirming the balance as at 30 June 2020 ✓
2. All term deposit statements for the period 1 July 2019 to 30 June 2020, showing additions, withdrawals and interest paid
3. Unit 5, 59 Oxford Street, Bulimba ✓
 - Rent invoices issued to the tenants ✓
 - Copies of property expense invoices paid such as rates, water rates, insurance, land tax and repairs/maintenance
4. Lease agreements – I'm aware that you have a verbal agreement with some of the tenants to continue the leases on a month to month basis. Can you please complete the table below for me and provide me with any new lease agreements? Would you also let me know if any of the tenants were provided with rent relief due to COVID? ✓

Property	Tenant	Lease Agreement or Month to Month?	Related Party? Yes/No	Rent Relief provided? Yes/No
Unit 5, 59 Oxford Street, Bulimba	Daniel J Hillier P/L	MONTH TO MONTH		NO
Unit 5, 59 Oxford Street, Bulimba	Malt Brewing Company P/L	MONTH TO MONTH		NO
Unit 5, 59 Oxford Street, Bulimba	Clearcon Homes P/L	3+3		NO
1/6 Palmer Place, Murrarie	Tonic Projects	3+3		NO
17/1029 Manly Road, Tingalpa	Breville Group	MONTH TO MONTH		NO

5. New property valuation as at 30 June 2020 for each of the below properties. I know you obtained valuations for me last year, however due to COVID, auditors are requiring new valuations to ensure that all assets are valued correctly. You can ask a local real estate agent to do this for you. ✓
 - Unit 5, 59 Oxford Street, Bulimba
 - 1/6 Palmer Place, Murrarie (owned by the Brake Investment Trust)
 - 17/1029 Manly Road, Tingalpa (owned by the D&L Brake Investment Trust)

I'll be able to finalise your Fund's 2020FY accounts once I receive the above information and Jodi has completed the accounts for the two Trusts.

Please feel free to contact me if you have any questions, or if there is anything I can do to assist you.

Kind regards
Danielle