

Rayner – rayner.wallen@xtra.co.nz

Andrea – andie.nisbet@gmail.com

Vaishali – vaishu\_patel05@yahoo.com

Phone – 03 981 8604

CLIENT END OF YEAR RENTAL PROPERTY CHECKLIST AND QUESTIONNAIRE

**For the period : 01 April 20\_ to 31 March 20**

Please complete a separate checklist for each property.

If we have done your accounts or you have already supplied information please ignore. Some things won't be relevant to you if this is obvious just put N/A.

**Please supply property managers report for the year if you have one.**

CLIENT NAME: ADDRESS OF PROPERTY:

rental income

$ per week for weeks.

Is your rental property rented to an associated party? Yes No

expenses

Please either provide a separate spreadsheet detailing the following or otherwise detail in the spaces provided below:

1. Collection costs or number of kilometres driven to collect rents and service property.
2. Interest paid on mortgage/loan over the property-

Please provide loan statements detailing interest paid and the closing balance, as well as a loan summary as at 31 March 20

1. Insurance.
2. Legal expenses - Please attach full details.
3. Power if applicable.
4. Rates.
5. Repairs and Maintenance -

Please provide a detailed breakdown.

1. Telephone (if applicable).
2. Other expenses -

Please provide details eg. advertising, agency commissions, cleaning.

1. Are you registered for GST?

If yes, supply copies of all GST returns together with workings.

Yes No

1. If this is the ﬁrst year you have owned a property please also provide:
* Cost of property.
* Mortgage Information
* Chattels valuation.
* Latest Government Valuation showing - Land value
	+ Value of improvements
	+ Capital value
	+ Date of Government Valuation
* Copy of solicitors settlement statement with purchase details.
1. If you have sold a property during the year please provide:
* Copy of solicitors settlement statement with sale details.
* Date of sale.
* Date property initially purchased.

#  acceptance

**I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my ﬁnancial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my ﬁnancial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the ﬁnancial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.**

**I hereby authorise Rayner Wallen to act as agent for all tax information in relation to myself and obtain any information required from my bankers, solicitors, ﬁnance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.**

NAME OF CLIENT

SIGNED

DATE

#  bank details for IRD refunds

For any IRD refunds that may be issued, please provide your bank account details so that funds may be deposited directly into your account:

Account name Account number