

# Rental Questionnaire

## For the year ended 31<sup>st</sup> March 2017

Please ensure this questionnaire is completed and included with your records

Client Name:		Phone:
Balance Date:		Cellphone:
Email:		Convenient time to call:
Physical Address:		
Postal Address:		

To: Tax Matters Limited

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Records Required	<input checked="" type="checkbox"/>	Comment
From 1 <sup>st</sup> April 2016 to 31 <sup>st</sup> March 2017		
<b>Electronic Data</b>		
If you are providing your financial data in electronic form, please advise the password ..... Please provide a copy of your data file either on USB stick or email to us. Please provide a copy of the year end bank statement and the bank reconciliation at that date.		
<b>Bank Statements, Cheque Books, Deposit Books</b>		
Please make sure they are all there and that all cheques and deposits are clearly identified as to what they are.	<input type="checkbox"/>	
<b>Rent Received</b>		
Where you employ a Property Manager, please supply copies of their monthly or annual rental summaries.	<input type="checkbox"/>	
<u>OR</u> Where you do not employ a Property Manager, please supply bank statements highlighting rental deposits	<input type="checkbox"/>	

<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.	<input type="checkbox"/>	
<b>Expenses</b>		
<b>Insurance</b> Please supply copies of your insurers invoice that you paid during the year	<input type="checkbox"/>	\$ _____
<b>Rates</b> Please supply copies of <u>all</u> your rates demands paid during the year for the rental property	<input type="checkbox"/>	\$ _____
<b>Repairs &amp; Maintenance</b> Please supply copies of your invoices for expenditure over \$500 incurred during the year	<input type="checkbox"/>	\$ _____
<b>Other Expenses</b> Please supply details of all other expenses that specifically relate to your rental property eg bank fees on rental property account, advertising, accountancy fees, mileage travelled to view property etc.	<input type="checkbox"/>	\$ _____
<b>Major Renovations</b>		
Please supply details of work undertaken	<input type="checkbox"/>	
<b>Purchase of Rental Property</b>		
Did you purchase a rental property during the financial year?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please supply the following details:		
• Copy of your solicitors settlement statement and Sale & Purchase agreement.	<input type="checkbox"/>	
• List of chattels purchased with the property eg carpets, oven, light fittings, gas/solid fuel fire etc	<input type="checkbox"/>	
• A copy of the valuation report if applicable, or details of the government valuation at date of purchase	<input type="checkbox"/>	
	<input type="checkbox"/>	

Sale of Rental Property		
Did you sell your rental property during the financial year?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please supply the following details:		
• Copy of your solicitors settlement statement and Sale & Purchase agreement.	<input type="checkbox"/>	
• Copy of the valuation report if applicable, at the date of purchase		
• A final loan statement showing loan balance paid off.	<input type="checkbox"/>	
Other Information		
Details of anything else we should be aware of in relation to the preparation of your accounts		

#### 14. Final Accounts

Would you like to receive your final accounts printed and bound, then posted to you? Or would you like a PDF file emailed to you?

- Accounts bound and posted                       PDF file emailed

If you have any questions regarding this form, please do not hesitate to contact us:

Please return this slip and all necessary documents to us in person at our physical address, via post, fax or email.

#### Tax Matters Limited

**Physical:** Unit 3/245 St Asaph Street Christchurch 8011 or

**Postal:** P O Box 13400, Armagh, Christchurch 8141

**Phone:** (03) 366 6115

**Fax:** (03) 366 4798

**Email:** laura@taxmatters.net.nz

**Thank you for completing this questionnaire  
Don't forget to sign on page 1**