

Company Rental Questionnaire – 2017

Please ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:	
Balance Date	31 March 2017	Fax:	
		E-mail:	

To: Harts Chartered Accountants

I instruct you to prepare my financial statements on a compilation basis for the 2017 financial year.

I undertake to supply all records and information necessary to carry out this work and will be responsible for the accuracy and completeness of the records and information provided. I also accept responsibility for any failure by me to supply all relevant records and information and I understand that you will rely upon the information and records provided by me.

I also instruct you to prepare my taxation returns for the 2017 year. I undertake to supply all information necessary to perform this work, and will be responsible for the accuracy and completeness of such information.

I understand that the financial statements and taxation returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. I understand you will not accept any responsibility to any person, other than me for the contents of the financial statements.

I understand that all the other terms and conditions of the work to be performed are the same as those referred to in the terms of engagement letter that has been sent to me.

You are authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.

Signature

Date _____

(if sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging that you accept the above terms and conditions of the engagement)

Inland Revenue prefers to pay any refunds by direct credit. Would you please advise the bank account number you would like any refunds deposited in to.

Account number: _____

Rental Property Questionnaire – 2017

1. Property Details	
Address of rental property: _____	If property was not rented for a full 12 months, please provide details of why it was vacant and the number of days vacant _____ _____
Number of days the property was used privately (by you, your family or associated persons, even if rent was charged) during the period	
Number of days the property was rented out for less than 80% of the market rate to persons not associated to you	
2. Rental Income and Expenditure	
<p>Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties OR Please provide details of the following for each rental property. Use a separate sheet if necessary.</p> <p>Income: Total rent received \$ _____</p> <p>Expenses: Rates \$ _____ Insurance \$ _____ Repairs and Maintenance (please attach details or invoices) \$ _____ Mortgage interest (attach copy of loan summary/statements from bank) \$ _____ Travel _____ km</p> <p>Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____</p> <p>Please attach all relevant documentation, including property manager's statements, and details of any assets purchased over \$500</p>	<input type="checkbox"/> <input type="checkbox"/>
3. Rental property sold, purchased or rental ceased during the financial year	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes please provide the following:</p> <ul style="list-style-type: none"> • Solicitors settlement statement <input type="checkbox"/> • Sale and Purchase Agreement <input type="checkbox"/> • Loan details for property purchased <input type="checkbox"/> • A copy of the latest rateable valuation <input type="checkbox"/> • A list of chattels and their value for properties bought or sold during the year <input type="checkbox"/> • If ceased renting – date ceased _____ <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Records and information required		✓	Comments:
4. Investment Income			
Do you have New Zealand investments?	<input type="checkbox"/>		
Do you have overseas investments?	<input type="checkbox"/>		
If yes, please provide all interest and dividend advices, and changes in investments			
5. Expenses paid in Cash or from Personal Funds			
Please provide a list if applicable.	<input type="checkbox"/>		
6. Events /Contingencies			
There have been events occurring after balance date that will have a financial effect on subsequent years.	<input type="checkbox"/>		
Details : _____			
There were contingencies at balance date, the outcome of which will be determined by the occurrence or non-occurrence of an event.	<input type="checkbox"/>		
Details : _____			
7. Goods & Services Tax (GST) Returns			
Are you GST registered? If Yes, supply copies of Goods & Services Tax (GST) returns and workpapers	<input type="checkbox"/> No <input type="checkbox"/> Yes		
8. Changes in Company details			
Please provide details of any changes in the following			
• Shareholding	<input type="checkbox"/>		
• Registered office	<input type="checkbox"/>		
• Directors	<input type="checkbox"/>		
• Shareholder address	<input type="checkbox"/>		
9. Other Income			
Please provide details of any other income	<input type="checkbox"/>		
10. Home Office Expenses			
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Address: _____			
Business Area: _____ m ²			
Total Area: _____ m ²			
Power \$ _____			
Insurance (Building & Contents) \$ _____			
Interest (House Mortgage) \$ _____			
Rates \$ _____			
Repairs & Maintenance \$ _____			
Rent paid \$ _____			
Other \$ _____			
Total \$ _____			