Rental Property Questionnaire – 2018

Client name:………………………………………….……………………………………………………

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| 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 |  |

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| Rental Income and Expenditure |  |
| Please supply bank statements clearly identifying and detailing all transactions that relate to the rental property  **OR**  Please provide details of the following for each rental property. Use a separate sheet if necessary.  **Income:**  Total rent received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Expenses:**  Rates $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Insurance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Repairs and maintenance (please attach details or invoices) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mortgage interest (attach copy of loan summary/statements from bank) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Travel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_km    Details of any other expense relating to rental property:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please attach all relevant documentation, including property manager’s statements, and details of any assets purchased over $500 |  |

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| Home Office Expenses - relating to business / self-employed / shareholder employeesPlease note that this information only needs to be provided in one of your questionnaires | |
| If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:  Address of property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Power $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Insurance (Building & Contents) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Interest (House Mortgage) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rates $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Repairs & Maintenance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rent paid $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Total $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Business Area \_\_\_\_\_\_\_\_\_\_\_ M2  Total Area \_\_\_\_\_\_\_\_ M2 |

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| **Rental property sold, purchased or rental ceased during the financial year** | Yes  No |
| **If yes, please provide the following:**   * Solicitors settlement statement * Sale and purchase agreement * Loan details for property purchased * A copy of the latest rateable valuation * A list of chattels and their value for properties bought or sold during the year * If ceased renting – date ceased \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |