Company Rental Questionnaire - 2020

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

Client Name		Phone:		
Balance Date	31 March 2020	E-mail:		
To: Harts Chartered	Accountants			
I instruct you to prepa	are my financial statements on a compilation basis f	or the 2020 f	inancial 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 2020 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	y-			

Rental Property Questionnaire – 2020

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 Ex	penditure				
Please supply bank statement OR Please provide details of the f		-			
Income	-				
Total rent received	\$				
Expenses					
Accounting fees	\$	Phone			
Advertising (to rent)	\$	Power	\$		
Bank fees	\$	Rates	\$		
Insurance	\$	(including regional council rate	es)		
Legal fees	\$	Repairs and Maintenance	-		
Management fees	\$	(please attach details or invoic	es)		
Mortgage interest	\$	Valuation fees	\$		
(attach copy of loan summary/ statements from bank)		Water rates	\$		
Details of any other expense	es relating to rental p	property:			
			\$		
			\$		
Details of visits to inspect p	roperty/conduct prop	perty business:			
Date Details				Kilometres	
Please attach all relevant doc purchased over \$500	umentation, including	property manager's statement	s, and details	s of any assets	

3. Rental property sold, purchased or rental ceased during the financial year				
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			_	
4. Investment Income				
Do you have New Zealand investments?				
Do you have overseas investments?				
If yes, please provide all interest and dividend advices, and changes in investments				
5. Expenses paid in Cash or from Personal Funds	1			
Please provide a list if applicable.				
6. Events /Contingencies				
There have been events occurring after balance date that will have a financial effect on subsequent years.				
Details :				
There were contingencies at balance date, the outcome of which will be determined by the occurrence or non–occurrence of an event.				
Details :				
7. Goods & Services Tax (GST) Returns				
Are you GST registered? If Yes, supply copies of Goods & Services Tax (GST) returns and workpapers				
8. Changes in Company details				
Please provide details of any changes in the following				
9. Other Income				
Please provide details of any other income				

10. Home Office Expenses	S	
If part of your home is set aside area, please provide the follow	le principally for use as an office/workshop/storage ving details:	
Address:		
Business Area:	m²	
Total Area:	m²	
Power	\$	
Insurance (Building & Contents	s) \$	
Interest (House Mortgage)	\$	
Rates	\$	
Repairs & Maintenance	\$	
Rent paid	\$	
Other	\$	
Total	\$	
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