

Rental Property Questionnaire – 2025

Client name:

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

Rental Income and Expenditure

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.

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Income

Total rent received \$ _____

Expenses

Accounting fees \$ _____

Advertising (to rent) \$ _____

Bank fees \$ _____

Insurance \$ _____

Legal fees \$ _____

Management fees \$ _____

Mortgage interest \$ _____
(attach copy of loan summary/
statements from bank)

Phone \$ _____

Power \$ _____

Rates \$ _____

(including regional council rates)

Repairs and Maintenance \$ _____

(please attach details or invoices)

Valuation fees \$ _____

Water rates \$ _____

Details of any other expenses relating to rental property:

_____ \$ _____

_____ \$ _____

Details of visits to inspect property/conduct property business:

Date	Details	Kilometres

Please attach all relevant documentation, including property manager's statements, and details of any assets purchased over \$1,000

Home Office Expenses - relating to business / self-employed / shareholder employees

Please 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

Rental property sold, purchased or rental ceased during the financial year

☐ Yes

☐ No

If yes, please provide the following:

- Solicitor's settlement statement
- Sale and purchase agreement
- Loan details for property purchase
- 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 _____

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Covid-19 Wage Subsidy and other Covid-19 support payments

If you have received the Covid-19 Small Business Loan, have any interest payments and / or repayments been made?

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Date rec: __/__/__ \$ _____

Date rec: __/__/__ \$ _____

Date rec: __/__/__ \$ _____

Date rec: __/__/__ \$ _____

Have any amounts of Covid-19 support payments been repaid back?

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Please provide details of payment and reason for repayment

Date paid back: __/__/__ \$ _____

Reason: _____
