

Company Rental Questionnaire – 2019

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

Client Name		Phone:	
Balance Date	31 March 2019	E-mail:	

To: Harts Chartered Accountants

I instruct you to prepare my financial statements on a compilation basis for the 2019 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 2019 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 – 2019

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																																	
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.																																	
<input type="checkbox"/> <input type="checkbox"/>																																	
<p>Income</p> Total rent received \$ _____																																	
<p>Expenses</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%;">Accounting fees</td> <td style="width:10%;">\$ _____</td> <td style="width:33%;">Phone</td> <td style="width:10%;">\$ _____</td> </tr> <tr> <td>Advertising (to rent)</td> <td>\$ _____</td> <td>Power</td> <td>\$ _____</td> </tr> <tr> <td>Bank fees</td> <td>\$ _____</td> <td>Rates</td> <td>\$ _____</td> </tr> <tr> <td>Insurance</td> <td>\$ _____</td> <td colspan="2">(including regional council rates)</td> </tr> <tr> <td>Legal fees</td> <td>\$ _____</td> <td>Repairs and Maintenance</td> <td>\$ _____</td> </tr> <tr> <td>Management fees</td> <td>\$ _____</td> <td colspan="2">(please attach details or invoices)</td> </tr> <tr> <td>Mortgage interest (attach copy of loan summary/ statements from bank)</td> <td>\$ _____</td> <td>Valuation fees</td> <td>\$ _____</td> </tr> <tr> <td></td> <td></td> <td>Water rates</td> <td>\$ _____</td> </tr> </table>		Accounting fees	\$ _____	Phone	\$ _____	Advertising (to rent)	\$ _____	Power	\$ _____	Bank fees	\$ _____	Rates	\$ _____	Insurance	\$ _____	(including regional council rates)		Legal fees	\$ _____	Repairs and Maintenance	\$ _____	Management fees	\$ _____	(please attach details or invoices)		Mortgage interest (attach copy of loan summary/ statements from bank)	\$ _____	Valuation fees	\$ _____			Water rates	\$ _____
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		Water rates	\$ _____																														
<p>Details of any other expenses relating to rental property:</p> _____ \$ _____ _____ \$ _____																																	
<p>Details of visits to inspect property/conduct property business:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:15%;">Date</th> <th style="width:65%;">Details</th> <th style="width:20%;">Kilometres</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Date	Details	Kilometres																													
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Please attach all relevant documentation, including property manager's statements, and details of any assets purchased over \$500																																	

3. Rental property sold, purchased or rental ceased during the financial year		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please provide the following: <ul style="list-style-type: none"> • 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 _____ 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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	<input type="checkbox"/> <input type="checkbox"/>	
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. Details : _____	<input type="checkbox"/>	
There were contingencies at balance date, the outcome of which will be determined by the occurrence or non-occurrence of an event. Details : _____	<input type="checkbox"/>	
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"/> N <input type="checkbox"/> Y	
8. Changes in Company details		
Please provide details of any changes in the following <ul style="list-style-type: none"> • Shareholding • Registered office • Directors • Shareholder address 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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: _____m²

Total Area: _____m²

Power \$ _____

Insurance (Building & Contents) \$ _____

Interest (House Mortgage) \$ _____

Rates \$ _____

Repairs & Maintenance \$ _____

Rent paid \$ _____

Other \$ _____

Total \$