

Rental Property Questionnaire – 2021

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.

Income

Total rent received \$ _____

Expenses

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 \$ _____

Valuation fees \$ _____

(attach copy of loan summary/
statements from bank)

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 \$500

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)	\$ _____	Business Area	_____ M2
Interest (House Mortgage)	\$ _____		
Rates	\$ _____	Total Area	_____ M2
Repairs & Maintenance	\$ _____		
Rent paid	\$ _____		
Other	\$ _____		
Total	\$ _____		

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 _____