

# 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 prepare my financial statements on a compilation basis for the 2020 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 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:** \_\_\_\_\_



<b>3. Rental property sold, purchased or rental ceased during the financial year</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes please provide the following:</b> <ul style="list-style-type: none"> <li>• Solicitors settlement statement</li> <li>• Sale and Purchase Agreement</li> <li>• Loan details for property purchased</li> <li>• A copy of the latest rateable valuation</li> <li>• A list of chattels and their value for properties bought or sold during the year</li> <li>• If ceased renting – date ceased _____</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>4. Investment Income</b>		
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"/>	
<b>5. Expenses paid in Cash or from Personal Funds</b>		
Please provide a list if applicable.	<input type="checkbox"/>	
<b>6. Events /Contingencies</b>		
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"/>	
<b>7. Goods &amp; Services Tax (GST) Returns</b>		
Are you GST registered? If Yes, supply copies of Goods & Services Tax (GST) returns and workpapers	<input type="checkbox"/> N <input type="checkbox"/> Y	
<b>8. Changes in Company details</b>		
Please provide details of any changes in the following <ul style="list-style-type: none"> <li>• Shareholding</li> <li>• Registered office</li> <li>• Directors</li> <li>• Shareholder address</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>9. Other Income</b>		
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:	_____m <sup>2</sup>
Total Area:	_____m <sup>2</sup>
Power	\$ _____
Insurance (Building & Contents)	\$ _____
Interest (House Mortgage)	\$ _____
Rates	\$ _____
Repairs & Maintenance	\$ _____
Rent paid	\$ _____
Other	\$ _____
<b>Total</b>	<b>\$ _____</b>