

It is the end of another financial year!

Please take the time to fill out the following questionnaire to ensure that everything is captured during the preparation of your financial statements.

Please also include any other details, which you may think are relevant in the preparation of your accounts.

Rental Property Details

| | |
|-----------------------|--|
| Name | |
| Postal Address | |
| Email Address | |
| Telephone | |
| Lawyer | |

If there is a particular date that you require your Financial Statements to be prepared by please let us know so that we can ensure that they are completed in this timeframe.

Please supply the following details for the financial year (01/04/19 – 31/03/20):

- △ Bank Statements
- △ A list of any cash expenses paid during the year – that didn't go through the rental bank account.
- △ Loan statements and details of any new loans and/or hire purchases
- △ Fixed Assets – Please list any assets that have been sold or written off during the year.
- △ Solicitors Statements for any legal transactions.
- △ Details of any periods during the year that the rental property was not available for rent.
- △ **Expenses**
- △ Repairs and Maintenance – please provide details of items over \$1000
- △ Insurance – copies of invoices for insurance premiums paid
- △ Copy of all legal expense invoices
- △ Details of any travel undertaken in relation to the rental property, for example a trip to Hamilton to purchase repair materials, trip to rental property to carry out inspection.

| Date | Reason for Trip | Total km travelled |
|------|-----------------|--------------------|
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Personal Information

- △ Interest Certificates
 - For bank accounts, term investments and other company deposits.

- △ Dividend Certificates

- △ Donation Receipts

- △ Details of any overseas income

- △ Do you have a student loan? YES/NO

- △ Working For Families Tax Credits
 - Have any of the care arrangements with your child/ren changed during the financial year?
YES/NO
 - Do your children have IRD numbers? YES/NO

| Childs Name | Date of Birth | IRD Number |
|-------------|---------------|------------|
| | | |
| | | |
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Any additional information relating to your financial statements or income tax returns
