

2009 RENTAL - INDIVIDUAL / JOINT / TRUST / LAQC QUESTIONNAIRE

Name:		Year End:	31 March 2009
Phone Number:		Facsimile Number:	
E-mail Address:			

Please complete the checklist below to determine which parts of the questionnaire you need to complete. **Please complete the section of the questionnaire if you answer 'yes' to the relevant question.**

	YES	NO	If 'YES', please complete these sections
1. What record keeping system have you used during the financial year?			
- Bank Statements	<input type="checkbox"/>	<input type="checkbox"/>	
- Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	
- Property Manager reports	<input type="checkbox"/>	<input type="checkbox"/>	
- Other	<input type="checkbox"/>	<input type="checkbox"/>	
2. Did you receive any rental income?	<input type="checkbox"/>	<input type="checkbox"/>	A1
3. Have you purchased a property during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A2
4. Have you sold a property during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A2
5. Did you have a loan or mortgage during the year?	<input type="checkbox"/>	<input type="checkbox"/>	A3
6. Are you claiming for the Home Office Allowance?	<input type="checkbox"/>	<input type="checkbox"/>	A4
7. Do you incur vehicle running costs?	<input type="checkbox"/>	<input type="checkbox"/>	A1
8. Portfolio Investment Entities?	<input type="checkbox"/>	<input type="checkbox"/>	A5
9. What can we do to deliver a better service to you?	<input type="checkbox"/>	<input type="checkbox"/>	A6
10. IN ALL CASES, PLEASE SIGN THE DECLARATION AT A6	<input type="checkbox"/>		A7

PLEASE CALL US FOR ASSISTANCE - (03) 358-3108

A1. Rental Income

Where more than one property please provide the following details for each:

Address of Property:			
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The number of months the property was available for rental during the year:

Months let			
Rent Received:	\$	\$	\$
- in advance	\$	\$	\$
- in arrears	\$	\$	\$

Advertising	\$	\$	\$
Accountancy fees	\$	\$	\$
Property Management Fees	\$	\$	\$
Bank Charges	\$	\$	\$
Cleaning and Rubbish	\$	\$	\$
Insurance	\$	\$	\$
Inspection Costs	\$	\$	\$
Legal Expenses	\$	\$	\$
Loan Fees	\$	\$	\$
Mortgage Interest:	\$	\$	\$
Mortgage Principal Repaid	\$	\$	\$
Mortgage repayment insurance	\$	\$	\$
Mortgage Break Fees	\$	\$	\$
Postage and Stationery	\$	\$	\$
Rates (please attach copies of your rate demands)	\$	\$	\$
Repairs & Maintenance (please complete analysis below)	\$	\$	\$
Telephone and Tolls	\$	\$	\$
Seminars and Magazines	\$	\$	\$
Valuation Fees	\$	\$	\$
Other (provide details)	\$	\$	\$

Describe the nature of your Repairs & Maintenance:

	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Copies of all bank statements/or spreadsheet for your rental.
 Copies of all invoices for the above expenses

Motor Vehicle Expenses

Vehicle use for rent collection and/or maintenance:

km	km	km
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A2. Property purchased or sold

If a property was purchased or sold during the year please attach all legal statements (these are the Settlement Statements that would have been provided by your solicitor).

Property Address:

Chattels (items costing \$500 or more)

Enclosed	N/A
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- A detailed list of any assets purchased during the year including the date purchased, type of asset, purchase price (GST inclusive), method of payment and advising if the asset purchased was new or second hand
- Copies of invoices for all assets over \$500 in value
- Details of any trade in details if applicable

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

A3. Loans/Mortgages

Please supply details of any increases/decreases in mortgage/loan balances, changes in security, alterations to repayment term and current interest rates

N/A
<input type="checkbox"/>

We require a complete record of loan statements and end of year loan summaries covering the period from 1 April 2008 to 31 March 2009 verifying the details listed below.

Lender	Guarantor	Owing at Balance Date	Interest Rate	Term of Loan	Security

A4. Home Office Allowance

If you do not use a property manager, please provide the following:

The annual total of the following expenses are required in order to complete the calculations:

(please do not write "same as last year")

Rent (if property not owned)	<input type="text"/>	Valuation Fees re Mortgage	<input type="text"/>
Insurance	<input type="text"/>	Legal Expenses re Mortgage	<input type="text"/>
Repairs and Maintenance	<input type="text"/>	Interest (on Mortgage)	<input type="text"/>
Power and Gas	<input type="text"/>	Body Corporate Fees	<input type="text"/>
Rates and Water Rates	<input type="text"/>		

Note: if you have supplied details of your house and the area used for business purposes to Perriam and Partners Ltd in prior years, and the details have not changed, you do not need to supply the following information.

The total floor area of the house is: m2

The total floor area used for business purposes is: m2

A5. Portfolio Investment Entities

Yes	No
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Do you own any overseas investments? (shares / equity investments)
Please forward all correspondence received in relation to these investments throughout the year.

<input type="checkbox"/>	<input type="checkbox"/>
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Have you elected for a Prescribed Investor Rate (PIR) for any investments held?
If so, please confirm which investments you have made an election.

<input type="checkbox"/>	<input type="checkbox"/>
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This is particularly important for investments held in a Family Trust

A6. What can Perriam and Partners do to provide a better service to you? Please take this opportunity to let us know.

A7. DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my rental statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I hereby authorise Perriam and Partners Ltd to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

Signed:

Date:

Your time and effort in completing this form is much appreciated by the team at Perriam and Partners Ltd .