

## 2011 RENTAL QUESTIONNAIRE

Name:		Year End:	31 March 2011
Phone Number:		Facsimile Number:	
E-mail Address:			

**Please answer all questions below. If "yes", please complete the relevant section.**

	YES	NO	If 'YES', please complete these sections
1 What record keeping system have you used during the financial year? - Bank Statements (Please provide copies). - Spreadsheets / Cashbook (If yes, please provide copies). - Property Manager reports (If yes, please provide monthly statements and yearly summary). - Other	<input type="checkbox"/>	<input type="checkbox"/>	
2 Did you receive any rental income?	<input type="checkbox"/>	<input type="checkbox"/>	2
3 Do you incur vehicle running costs?	<input type="checkbox"/>	<input type="checkbox"/>	3
4 Have you purchased a property or chattels during the year?	<input type="checkbox"/>	<input type="checkbox"/>	4
5 Have you sold a property during the year?	<input type="checkbox"/>	<input type="checkbox"/>	5
6 Did you have a loan or mortgage during the year?	<input type="checkbox"/>	<input type="checkbox"/>	6
7 Are you claiming for the Home Office Allowance?	<input type="checkbox"/>	<input type="checkbox"/>	7
8 Do you have any Portfolio Investment Entities (PIE'S)?	<input type="checkbox"/>	<input type="checkbox"/>	8
9 Did you have any rent receivable as at 31 March 2011	<input type="checkbox"/>	<input type="checkbox"/>	10
10 Did you have any accounts payable (owed by you) as at 31 March 2011.	<input type="checkbox"/>	<input type="checkbox"/>	9
11 Has your business been affected by the earthquake?	<input type="checkbox"/>	<input type="checkbox"/>	11
12 <b>What can we do to deliver a better service to you?</b>	<input type="checkbox"/>	<input type="checkbox"/>	12
13 <b>IN ALL CASES, PLEASE SIGN THE DECLARATION AT 13</b>	<input type="checkbox"/>		13
Q1 Do you read our Newsletters?	<input type="checkbox"/>	<input type="checkbox"/>	
Q2 Do you find them informative?	<input type="checkbox"/>	<input type="checkbox"/>	
Q3 Would you like us to report on any particular topic.?	<input type="checkbox"/>	<input type="checkbox"/>	

*If you require any assistance please call us on - (03) 358-3108*

OR

*Take advantage of our one hour visit to your home/business to assist with getting your records together.*

*The cost is \$99.00 plus GST - this will include a folder and dividers.*

**2 Rental Income**

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

<b>Address of Property:</b>			
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The number of months the property was available for rental during the year:

<b>Months let</b>			
<b>Rent Received:</b>	\$	\$	\$

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

Describe the nature of your Repairs & Maintenance:

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

Please provide copies of all bank statements/or spreadsheet for your rental.  
Please provide copies of all invoices for the above expenses

**3 Motor Vehicle Expenses**

Vehicle use for rent collection and/or maintenance:

	km	km	km
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**4 Property purchased**

Property Address:

<b>Enclosed</b>	<b>N/A</b>
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**Please attach all legal statements.**

<input type="checkbox"/>	<input type="checkbox"/>
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Chattels (items costing \$500 or more)

- 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

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

Description	New(N) Used(U)	Purchase Date	Cost Price	How was asset paid for?	Asset traded if any	Value (inc GST)

**5 Property Sold**

Property Address:

<b>Enclosed</b>	<b>N/A</b>
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**Please attach all legal statements.**

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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Description	Date	Sale Price (inc GST)	Tick if Scrapped	Where proceeds banked

**6 Loans/Mortgages**

Please supply:

**Enclosed****N/A**

- statements recording interest paid and principal owing at balance date.
- details of any increases/decreases in mortgage/loan balances, changes in security, alterations to repayment term and current interest rates.

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

**7 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)


Valuation Fees re Mortgage


Insurance

Legal Expenses re Mortgage

Repairs and Maintenance

Interest (on Mortgage)

Power and Gas

Body Corporate Fees

Rates and Water Rates

Security System (monitoring charges)

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

**8 Portfolio Investment Entities****Yes****No**

Do you own any overseas investments? (shares / equity investments)

Please forward all correspondence received in relation to these investments throughout the year.

Have you elected a Prescribed Investor Rate (PIR) for any investments held?

If so, please confirm which investments you have made an election.

**9 Rent Receivable**

Rent receivable as at 31 March 2011

\$

This would relate to any rent owing to you as at 31 March 2011 but not yet received as at that date.

**10 Accounts Payable**

Please provide a list of accounts payable as at 31 March 2011.

Payer	Amount	Expense Type

A detailed list of all accounts owing at 31 March 2011 but not yet paid including name, type of expense and amount owing for each creditor.

**11 Has your business been affected by the earthquake?**

Please provide the following records:

**Enclosed**    **N/A**

Details of insurance claims and subsidies received etc.

                    

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

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**13 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 .**