



2017 RENTAL QUESTIONNAIRE

NAME:

E-MAIL ADDRESS:

CONTACT PERSON:

HOME PHONE NO:

MOBILE NO:

ADDRESS:

AUTHORITY AND TERMS OF ENGAGEMENT:

I hereby instruct you to prepare my Financial Statements and Tax Returns. 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 financial 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.

You are hereby authorized 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:

(Please enter full name if signing electronically, as this is an Inland Revenue requirement)

DATE:

Your time and effort in completing this form is much appreciated by the team at Perriams as it allows us to complete your Financial Statements more efficiently.

DON'T FORGET TO SIGN YOUR QUESTIONNAIRE

Please answer all questions below. If “yes” please complete the relevant section.

		Yes	No	Section
1	What record keeping system have you used during this financial year?			
	- Bank Statements (Please provide copies of all statements up to and including 31 March 2017).	<input type="checkbox"/>	<input type="checkbox"/>	
	- Spreadsheets / Cashbook (If yes, please provide copies).	<input type="checkbox"/>	<input type="checkbox"/>	
	- Property Manager reports (If yes, please provide monthly statements and yearly summary)	<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"/>	2
3	Did you incur vehicle running costs? Please specify number of Km's.	<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? Please Include a Copy of your annual loan summary.	<input type="checkbox"/>	<input type="checkbox"/>	6
7	Are you claiming for the Home Office Allowance? Please complete section 7.	<input type="checkbox"/>	<input type="checkbox"/>	7
8	Did you have any rent receivable as at 31 March 2017?	<input type="checkbox"/>	<input type="checkbox"/>	8
9	Did you have any accounts payable (owed by you) as at 31 March 2017?	<input type="checkbox"/>	<input type="checkbox"/>	9
10	Have your land and/or building/s been affected by the earthquakes?	<input type="checkbox"/>	<input type="checkbox"/>	10
11	If you are completing this questionnaire for a Look Through Company, please complete Section 11?	<input type="checkbox"/>	<input type="checkbox"/>	11
12	Do you find our newsletters informative?	<input type="checkbox"/>	<input type="checkbox"/>	
13	When we commence work on your financial statements if there are any queries or outstanding information required please advise if you would prefer that we communicate with you either by e-mail or telephone.	E <input type="checkbox"/>	T <input type="checkbox"/>	
14	Would you like to receive reminders and updates throughout the year via a text message?	<input type="checkbox"/>	<input type="checkbox"/>	

2 RENTAL INCOME

Address of Property:			
The number of months the property was available for rental during the year:			
Months let			
Rent Received:	\$	\$	\$
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 (attach rates notice)	\$	\$	\$
Repairs & Maintenance (see below)	\$	\$	\$
Telephone and Tolls	\$	\$	\$
Seminars and Magazines	\$	\$	\$
Valuation Fees	\$	\$	\$
Other (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

4 PROPERTY/CHATELS PURCHASED

Property Address: _____

Enclosed

Please attach all legal statements, including the Solicitors settlement statement

☐

Chattels (items costing \$500 or more)

Enclosed

- Copies of invoices for all assets over \$500 in value

☐

- Details of any trade in details if applicable

☐

Details as below:

Description	Purchase Date	Cost Price	How was asset paid for?	Asset traded if any	Value of trade in (incl GST)
		\$			
		\$			
		\$			

5 PROPERTY/CHATELS SOLD

Property Address: _____

Enclosed

Please attach all legal statements, including the Solicitors settlement statement

☐

Description	Date	Sale Price (incl GST)	Tick if Scrapped	Where proceeds banked
		\$		
		\$		
		\$		
		\$		

6 LOANS/MORTGAGES

Please provide the following records:

Enclosed

- Statements recording interest paid and principal owing at balance date.

☐

Details as below:

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)	\$ _____	Security System (monitoring charges)	\$ _____
Insurance	\$ _____	Interest (on Mortgage)	\$ _____
Repairs and Maintenance	\$ _____	Home Mortgage Balance (as at 31 March 2017)	\$ _____
Power and Gas	\$ _____	Body Corporate Fees	\$ _____

Rates and Water
Rates

\$ _____

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

Total floor area of the house:

_____ m2

Total floor area used for business purposes:

_____ m2

8 RENT RECEIVABLE

Rent received as at 31 March 2017

\$

This would relate to any rent owing to you as at 31 March 2017 but not yet received as at that date.

9 ACCOUNTS PAYABLE

Please provide a list of accounts payable (Owed by you 31 March 2017):

Name of Creditor	Amount	Expense Type

10 HAVE YOUR LAND AND/OR BUILDING/S BEEN AFFECTED BY THE EARTHQUAKES?**Yes No**

Have you completed all Earthquake Repairs on the property?

☐☐

Please provide all details.

11. LOOK THROUGH COMPANY (LTC)**Yes NO N/A**

Are the loans in the company guaranteed personally by the shareholders?

☐☐☐

Please provide the market value of family home and holiday home/s (if applicable).

\$

☐

Is the family home owned by a Trust?

☐☐

Do you have any personal debt?

☐☐