



2019 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 authorised 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” could you please then complete the relevant sections on the following pages where applicable.

	Yes	No	Section
1			
<p>What record keeping system have you used during this financial year? Or have you used a manual system?</p> <p>If you have used a computerized system, we do not require anything further for the rental property at this stage, just sign the Questionnaire and return to us. If a manual system, please provide:</p> <ul style="list-style-type: none"> - Bank Statements (Please provide copies of all statements up to and including 31 March 2019). <input type="checkbox"/> Yes <input type="checkbox"/> No - Spreadsheets / Cashbook (If yes, please provide copies). <input type="checkbox"/> Yes <input type="checkbox"/> No - Property Manager reports (If yes, please provide monthly statements and yearly summary) <input type="checkbox"/> Yes <input type="checkbox"/> No - Other <input type="checkbox"/> Yes <input type="checkbox"/> No 			
2	<input type="checkbox"/>	<input type="checkbox"/>	2
3	<input type="checkbox"/>	<input type="checkbox"/>	3
4	<input type="checkbox"/>	<input type="checkbox"/>	4
5	<input type="checkbox"/>	<input type="checkbox"/>	5
6	<input type="checkbox"/>	<input type="checkbox"/>	6
7	<input type="checkbox"/>	<input type="checkbox"/>	7
8	<input type="checkbox"/>	<input type="checkbox"/>	8
9	<input type="checkbox"/>	<input type="checkbox"/>	9
10	<input type="checkbox"/>	<input type="checkbox"/>	10
11	<input type="checkbox"/>	<input type="checkbox"/>	11
12	<input type="checkbox"/>	<input type="checkbox"/>	
13			
<p>Do you find our newsletters informative?</p> <p>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.</p>			
14			
<p>Would you like to receive your tax payment notices via email or post?</p> <p>If email address is different from the email address supplied on the front page, please specify</p> <hr/>			

2 RENTAL INCOME

Please fill in table the below, or alternatively complete the Rental Income & Expense Schedule in Excel (Located on our website under questionnaires).

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 spreadsheets for your rental.

Please provide copies of all invoices for the above expenses.

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)	\$ _____	Rates and Water Rates	\$ _____
Insurance	\$ _____	Security System (monitoring charges)	\$ _____
Repairs and Maintenance	\$ _____	Interest (on Mortgage)	\$ _____
Power and Gas	\$ _____	Body Corporate Fees	\$ _____

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 owed to you as at 31 March 2019

\$

This would relate to any rent owing to you as at 31 March 2019 but not yet received as at that date.

9 ACCOUNTS PAYABLE

Please provide a list of accounts payable (Owed by you 31 March 2019):

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?