

# Rental Questionnaire – 31 March 2010

Ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:	
		Mobile:	
Balance Date	31 March 2010	Fax:	
		Email:	

To: Laurenson & Company Chartered Accountants

## Terms of Engagement

I hereby instruct Laurenson Chartered Accountants to prepare my Financial Accounts and Taxation Returns for the period ended 31 March 2010. I understand that company financial statements will be prepared in accordance with the Financial Reporting Act where applicable and any known departures will be disclosed within the financial statements and referred to in the Accountants' Statement. Financial Statements other than Companies will be Special Purpose Financial Statements prepared for my purpose only.

I undertake to supply all information necessary to carry out these assignments and I accept responsibility for the accuracy and completeness of the information, and therefore you are unable to provide any assurance of 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 to me. I further understand that the financial statements will be prepared at my request and for my purpose only, and that you will not be liable for any losses, claims or demands by any third parties.

Laurenson Chartered Accountants are hereby authorized to communicate with my Bankers, Solicitors, Finance Companies, Accident Compensation Commission and Inland Revenue, to obtain such information as you may require in order to carry out the above assignments, including utilizing IRD Info Express and the new "Look Up Account Information" now available online at the IRD website for Tax Agents.

I acknowledge that I may have to pay Tax on 28 August, 15 January, 7 April and 7 May, (unless I am GST registered on a 6 monthly basis, then the Tax payment dates will be 28 October, 7 April and 7 May). If I do NOT have an IRD extension of time arrangement the 7<sup>th</sup> April payment will move forward to 7 February. I acknowledge that if I have not been advised of such payments, it will be my responsibility to contact you to ascertain if tax is payable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Rental Income and Expenditure		Ü
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties		C
OR		
Please provide details of the following for each rental property (e.g. Cashbook, disk etc). Use a separate sheet if necessary. If you have a Property Manager, please send us their End of Year Summary.		C
Income:	Property 1	Property 2
Total Rent Received	\$ _____	\$ _____
Expenses:		
Rates	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Repairs and Maintenance (please attach details or invoices)	\$ _____	\$ _____
Mortgage Interest (attach copy of loan summary/statements from bank)	\$ _____	\$ _____
Details of any other expense relating to rental property:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Motor Vehicle Expenses		
Details of visits to inspect property/conduct property business:		
Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

Property Vacancy
If a property was not rented for a full 12 months, please provide details of why it was vacant
_____
_____

Home Office Expenses	
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:	
Power \$ _____	Cost of House and Section \$ _____
Insurance (Building & Contents) \$ _____	Cost of Section \$ _____
Interest (House Mortgage) \$ _____	Construction materials: (timber, brick, etc):
Rates \$ _____	_____
Repairs & Maintenance \$ _____	Area used for Business: _____ m <sup>2</sup>
Other \$ _____	Total Area of House & Workshop: _____ m <sup>2</sup>
Total \$ _____	

Other Details Required	
• Solicitors Settlement Statement	C
• Sale and Purchase Agreement	C
• Loan details for property purchased	C

Nominated Bank Account for Refunds _____	
Address Details	
Please advise of your current address	_____
	_____
	_____
	_____
	Post Code: _____

Thank you for completing this questionnaire  
Don't forget to sign the front page