

Rental Questionnaire – 31 March 2017

Ensure this questionnaire is completed and included with your records

Client Name	[Client Name]	IRD No:	[IRD Number]
		Phone:	
Balance Date	31 March 2017	Mobile:	
Email:		Fax:	

To: Wallace Diack Chartered Accountants Limited.

Terms of Engagement

I/We hereby instruct Wallace Diack Chartered Accountants Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2017. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements. All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client. I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/We give authority to Wallace Diack Chartered Accountants Limited to act on my/our behalf for all tax types until further notice. Authority is given to obtain information from Inland Revenue and other financial institutions to enable my/our Financial Statements and Taxation Returns to be completed. This includes obtaining information via phone, fax, email or online services available on Inland Revenue’s website.

Please list names of individuals/Partners/Directors/Family members covered by this and the accompanying individual questionnaires.

Name: _____ Signature: _____
(IRD No. _____)

Name: _____ Signature: _____
(IRD No. _____)

Name: _____ Signature: _____
(IRD No. _____)

Name: _____ Signature: _____
(IRD No. _____)

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
Would you prefer your finalised financial statements and taxation summaries posted or emailed?	Posted <input type="checkbox"/> Emailed <input type="checkbox"/> (Tick One or Both)
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If yes, please advise the name of your bank manager:	
Has the nature of your business changed during the past 12 months? If yes, please provide details:	

Records Required													
Property Details													
<p>Please provide us with the addresses of any rental properties you have.</p> <p>1. Address: _____</p> <p>2. Address: _____</p> <p>3. Address: _____</p> <p>4. Address: _____</p> <p>5. Address: _____</p>	<p>If a property was not rented for a full 12 months, please provide details of why it was vacant.</p> <p>_____</p> <p>_____</p> <p>_____</p>												
Rental Income and Expenditure													
<p>Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties <input type="checkbox"/></p> <p>Please supply a backup of your computerised cashbook reconciled to your bank accounts <input type="checkbox"/></p> <p>Please supply a copy of your manual cashbook reconciled to your bank accounts <input type="checkbox"/></p> <p>OR</p> <p>Please provide details of the following for each rental property. Use a separate sheet if necessary. <input type="checkbox"/></p>													
<p>Income:</p> <p>Total Rent Received \$ _____</p>													
<p>Expenses:</p> <p>Rates \$ _____</p> <p>Insurance \$ _____</p> <p>Repairs and Maintenance (please attach details or invoices) \$ _____</p> <p>Mortgage Interest (attach copy of loan summary/statements from bank) \$ _____</p> <p>Details of any other expense relating to rental property:</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p>													
<p>Details of visits to inspect property/conduct property business:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 50%;">Details</th> <th style="width: 40%;">Kilometres</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	_____	_____	_____
Date	Details	Kilometres											
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_____	_____	_____											
_____	_____	_____											
Home Office Details <input type="checkbox"/>	Other Details Required												
<p>If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you may be able to claim a proportion of your home expenses against your rental income. Please provide the following details:</p> <p>Area used for Business: _____ m²</p> <p>Total Area of House & Workshop: _____ m²</p> <p>Power \$ _____</p> <p>Insurance (Building & Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs & Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p> <p>Cost of House and Section \$ _____</p> <p>Cost of Section \$ _____</p> <p>Construction materials: (timber, brick, etc) _____</p>	<ul style="list-style-type: none"> • Solicitors Settlement Statement <input type="checkbox"/> • Sale and Purchase Agreement <input type="checkbox"/> • Loan details for property purchased <input type="checkbox"/> • A copy of the latest Rateable Valuation <input type="checkbox"/> • A list of assets and their value for properties bought or sold during the year <input type="checkbox"/> • Insurance and legal invoices paid during the year <input type="checkbox"/> 												

Thank you for completing this questionnaire – don't forget to sign it