

## 2018 RENTAL PROPERTY QUESTIONNAIRE

**NAME:**

**Balance Date:**

**Please update your contact details below if there have been any changes:**

**Phone:**

**Fax:**

**Mobile:**

**E-mail:**

**Postal address:**

Please take the time to work through this questionnaire thoroughly and action each point that is applicable to you. This will greatly assist us in the efficient preparation of your annual report and income tax return.



## Terms of Engagement

This engagement is subject to Mackay Bailey Limited's current Terms of Engagement which are available on our website: [www.mackaybailey.co.nz/engagement](http://www.mackaybailey.co.nz/engagement)

By signing this page you accept responsibility for all information provided to us and agree to our Terms of Engagement.

## Authority to Act and Obtain Information

We may use this authority to obtain additional information should we require it to complete this engagement.

I authorise Mackay Bailey to obtain any financial records necessary to complete my annual report and tax returns for the 2018 year. This may include, but is not limited to, bank statements, co-operative statements, insurance invoices as well as dividend and interest certificates.

I authorise Mackay Bailey to be my Inland Revenue Tax Agent for all tax types and communicate with Inland Revenue on my behalf, including communicating via electronic methods.

I authorise Mackay Bailey to communicate with financiers, banks, solicitors and other advisors as they deem appropriate to obtain information necessary to carry out this engagement.

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

## GENERAL

Is there a specific date that you require your accounts completed by? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Would you like a draft copy of the annual report before it is finalised? Yes / No

Would you like us to supply a copy of your annual report to the bank? Yes / No



<b>CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE ANNUAL REPORT:</b>	<b>Tick if applicable</b>
<p><b>Cash Book/Accounting System</b></p> <p>Please supply a back-up of your electronic accounting system if you use one. Please also advise the password if applicable. You can e-mail a back-up to <b>backups@mackaybailey.co.nz</b> if you prefer.</p>	
<p><b>Bank Statements</b></p> <ul style="list-style-type: none"> <li>• For all accounts operated by the business. Statements should cover the full period plus one month after balance date. Please obtain any missing statements from your bank.</li> <li>• All cheque books and deposit books.</li> <li>• You can note income or withdrawal details on the bank statements, including automatic payments, if this is preferred.</li> </ul>	
<p><b>Savings Accounts, Term Deposits</b> - include withholding tax certificates</p>	
<p><b>GST Returns</b> (If GST Registered)</p> <p>Please supply your copies of <b>all GST returns and workings</b> for the year</p>	
<p><b>Insurance</b></p> <p>Please supply the premium summary and a copy of any invoices for insurance.</p> <p>If you received any insurance claim/EQC proceeds during the year please include copies of the documentation.</p>	
<p><b>Interest</b></p> <p>Please supply copies of your mortgage statements showing the amount of interest paid on any loans or mortgages on your rental properties</p>	
<p><b>Rates/Government Valuation</b></p> <p>Please supply a copy of the Rates notice or Government Valuation notice if there has been an updated valuation issued during the year.</p>	
<p><b>Major Transactions</b></p> <p>Please supply documentation and invoices relating to any major transactions such as the sale or purchase of significant assets or property. This will ensure that we treat this expenditure correctly and maximise the depreciation claim.</p>	
<p><b>Solicitor's Invoices</b> (To enable analysis of legal fees)</p> <p>Please supply <b>all</b> invoices for legal services</p>	



**PARTICULARS OF ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED**

Asset Description	Total Paid (incl GST)	Date	Details of Any Asset Traded In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR**

(You may wish to refer to last years depreciation schedule included with your annual report)

Asset Description	Date Sold	Total Received (Incl GST)	Tick if Scrapped
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**BUSINESS EXPENSES FROM PERSONAL FUNDS**

Please list expenses paid from personal funds relating to the rental business and/or supply invoices/details.



### USE OF HOME AS AN OFFICE CLAIM

Do you use your own home for business purposes?

Yes / No

If yes, please supply the following:

Total Area of Home: \_\_\_\_\_

Total Area of Room used for Business: \_\_\_\_\_

#### GST Included / Excluded

Interest paid on Mortgage \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

Power \$ \_\_\_\_\_

Any other house expenses \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

If house or flat rented - total rents paid \$ \_\_\_\_\_

### BUSINESS MOTOR VEHICLE(S)

Do you use your car for your rental business?

Yes / No

If yes, how many kilometres have you travelled this year on behalf of the rental business? \_\_\_\_\_ kms

### LOANS AND MORTGAGES

Have you raised or repaid any mortgages and/or loans in the financial period? If yes, please supply details/documents, including:

Mortgagee or Lender

Term

Principal Sum

Commencement Date

Security

Interest Rate

Also, please attach copies of solicitors' settlement or relevant documents.

Supply verification from the lender of existing loans owing at balance date, i.e. year end loan statements.

**Thank you for completing this questionnaire. Please sign where indicated on page 2.**