

RENTAL PROPERTY

ANNUAL QUESTIONNAIRES

Annual questionnaires are important because they provide us with the essential information we need to complete your financial accounts and ensure that all your tax obligations are met. This process also allows us to gain a better understanding of your financial affairs and insight into how this could be improved to help your business succeed and grow.

Please take the time to complete the questionnaire(s) that apply to you. You may be required to complete more than one type of questionnaire depending on the entities that are applicable to you. (i.e. Business and Personal)

If you are unsure of the questionnaire that applies to you, or how many questionnaire you are required to complete please contact us on 09 985 2000 to discuss.

The completed questionnaire(s) and any supporting information should be:

Posted to:

PO Box 55 088 Eastridge

Mission Bay

Auckland 1010

Email. info@bizgroup.co.nz

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Level 1, 46 Stanley Street
Parnell, Auckland 1010

PO Box 55 088 Mission Bay
Auckland New Zealand

COUNT ON GROWTH 

bizsolutions_

Your business, but better

Name: _____

Please provide the following information for period 01 April 2016 to 31 March 2017:

	Tick or N/A
Income	
1. Rental Income	<input type="text"/>
Bank statements	
Rental summary if you use a property management company	
How long the property was rented out/available for rent	
2. Interest income	<input type="text"/>
Resident withholding tax certificates	
3. Dividend income	<input type="text"/>
Dividend statements	
4. Overseas Income	<input type="text"/>
Expenses	
1. Rental expenses	<input type="text"/>
Rates and insurance	
Interest paid on money borrowed to finance your property	
Agents fees and commission on management of the property	
Repairs and maintenance cost	
Motor vehicle and travel expenses	
Details of improvements made to the property	
Legal fees for arranging the mortgage or finance to buy the property	
Accounting fees	
2. Loan statements and term of the loans	<input type="text"/>
3. Home office expense claim:	<input type="text"/>
Where you own more than 1 rental property and manage the property yourself you may be able to claim home office expenses. If so, please provide the following:	
The Annual total expense of:	
Body Corporate Fees	<input type="text"/>
Insurance	<input type="text"/>
Interest (on Mortgage)	<input type="text"/>
Power and gas	<input type="text"/>
Rates and Water rates	<input type="text"/>
Repairs and Maintenance	<input type="text"/>
Rent (if property is not owned)	<input type="text"/>

If you have not previously supplied these details or there have been any changes in the past year, please provide the following information.

Total floor area

Total floor area used for business purposes

Total cost of the property (if owned)

Last valuation of the property (if owned) - Land

Last valuation of the property (if owned) - Buildings

If you do not have a valuation available please supply a copy of your latest rates notice

Statutory (only applicable to companies)

• **Change of Director(s)**

Include Change of homes address or registered office.

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• **Any director interest notices**

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• **Any changes in Shareholding**

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LTC (Look-through companies) --SKIP THIS IF YOU HAVE ALREADY PROVIDED TO US PREVIOUSLY

Generally the amount of loss available to each shareholder is limited to "owners basis" - the amount of money that the shareholders have at risk

Owner's basis Formula:

Investments - distributions + income - deductions - disallowed amounts

To allow us to ascertain the owners basis, please provide the following information:

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- Loan agreements for the rental property(ies)
- Guarantors: who are the guarantors of the loan
- Loan amount : how much is attributable to rental property(ies)
- Market value of the assets used to secure loan: is the family home used to secure LTC loans under the family trust's name?

DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the calculation of my income from my property rental activities. You are not to complete an audit, nor do I wish 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 statement. I understand your work can not 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.

Client's signature:
