

RENTAL PROPERTY

2019 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.

Once you have completed and signed the questionnaire(s), please return a copy and any supporting information by email to your accountant or:

Posted to:

PO Box 55 088 Eastridge

Mission Bay

Auckland 1010

bizsolutions_

CHARTERED
ACCOUNTANTS



P O Box 55 088 Mission Bay, Auckland 1146. Level 1, 46 Stanley Street, Parnell, Auckland 1010.
t: +64 9 985 2000 f: +64 9 985 2001 email: info@bizsolutions.co.nz web: www.bizsolutions.co.nz

Name: _____

Please provide the following information for period 01 April 2018 to 31 March 2019:

Tick or N/A

Income

1. Rental Income

Bank statements
Rental summary if you use a property management company
How long the property was rented out/available for rent

2. Interest income

Resident withholding tax certificates

3. Dividend income

Dividend statements

4. Overseas Income

Expenses

1. Rental expenses

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

3. Home office expense claim:

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
Insurance
Interest (on Mortgage)
Power and gas
Rates and Water rates
Repairs and Maintenance
Rent (if property is not owned)

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

Purchase and Sale of Property

1. Documents relating to the sale or purchase of property

Copy of Solicitor settlement statement

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Copy of the signed sale and purchase agreement

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Copy of any chattel valuation documents

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Copy of the registered valuation if applicable

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GST returns and workpapers to support returns if these have not been completed by Biz Solutions (applicable only for commercial rental)

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Statutory - Company Register Record

1. Who maintains your company register records?

Biz Solutions Limited Myself Other

2. If maintained by yourself or others, please provide copies/details of the following documents:

Change of Directors

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Any director interest notices? If so, please provide details

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Any changes in Shareholding? If so, please provide details

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3. Who files the company annual return each year?

Biz Solutions Limited Myself Other

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: _____