

# RENTAL PROPERTY

## 2022 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 questionnaires 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](mailto:info@bizsolutions.co.nz) web: [www.bizsolutions.co.nz](http://www.bizsolutions.co.nz)

Name: \_\_\_\_\_

Please provide the following information for period 01 April 2021 to 31 March 2022:

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  
House area details if family home is used partially as a rental property

**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.

\_\_\_\_\_

**4. Interest Deductibility**

Sale & Purchase agreement to determine the original purchase date (if not already sent)  
If rental property is a new build, copy of certificate of code of compliance  
A copy of loan summary or loan statement showing total interest and closing balance of loan

**Purchase and Sale of Property including Transfers between Related Parties**

**1. Documents relating to the sale or purchase of property**

Copy of Solicitor settlement statement (Copy of solicitor’s statement for any related party transfer)  
Copy of the signed sale and purchase agreement  
Copy of any chattel valuation documents  
Copy of the registered valuation if applicable  
GST returns and workpapers to support returns if these have not been completed by Biz Solutions  
(applicable only for commercial rental)


**2. Bright-line test for selling a residential property**

**Following information is assessed for the bright-line for sale of residential property**

Main home exclusion (either predominant use or change of use test)  
Original purchase date, cost and intention of the property being sold  
Cost of selling the property (ie. Agent’s commission, staging, marketing etc)  
Date when the contract becomes unconditional to sell (date of settlement for buyer)  
Your tax residency – if you are an offshore person, you will be liable for residential land withholding tax

**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  
Any director interest notices? If so, please provide details  
Any changes in Shareholding? If so, please provide details


**3. Who files the company annual return each year?**

Biz Solutions Limited      Myself      Other  
                                                           

**Would you prefer:**

A PDF copy of your accounts sent by email

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