

## End-of-Year Checklist for Rental Investment for the year ended 31 March 2025

To ensure compliance with New Zealand's reporting standards and taxation law, please use the checklist below to gather the necessary information and documents for preparing your year-end financial statements.

### 1. General Information & Accounting System

Entity Details	
Name of the entity	
Your main point of contact at Biz Solutions	
For the financial year ended	31 March 2025

General		
Entity structure (Company, LTC, Partnership, Individual, Trust)		
Did the entity have income from residential properties?	Yes <input type="radio"/>	No <input type="radio"/>
Did the entity have income from commercial properties?	Yes <input type="radio"/>	No <input type="radio"/>
Did the entity have income from AirBnB type of accommodation?	Yes <input type="radio"/>	No <input type="radio"/>
Was there any change in the entity structure? (ie. Shareholding)	Yes <input type="radio"/>	No <input type="radio"/>
Was your investment activity ceased during the year?	Yes <input type="radio"/>	No <input type="radio"/>
Was your entity registered for GST?	Yes <input type="radio"/>	No <input type="radio"/>
Was your investment property available for your personal use?	Yes <input type="radio"/>	No <input type="radio"/>

Accounting Records & Data		
Do you use accounting software for your investment entity?	Yes <input type="radio"/>	No <input type="radio"/>
Does Biz Solutions have an access to your accounting software?	Yes <input type="radio"/>	No <input type="radio"/>
(If no, please grant an access to <a href="mailto:info@bizsolutions.co.nz">info@bizsolutions.co.nz</a> with a manage user or admin access)		
Is bank feed set up with your accounting software?	Yes <input type="radio"/>	No <input type="radio"/>
(if no, please send us rental bank statements for all accounts in CSV format or PDF format)		
Do you have a property manager who looks after your property?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose rental summary prepared by your manager for the year)		
Do you have a loan against your rental property?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose loan statement confirming interest paid & closing balance)		
For AirBnB, do you receive periodic rental summary from platform?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose rental statement generated from your platform for the year)		
*If you prepare your own summary of rental income & expense, please enclose a copy of your summary		

<b>Asset Disposal – Complete this section if there was asset disposed during the year</b>			
<b>Type of Asset (Property Address, Description of Assets)</b>	<b>Sale Price (\$ ) (GST excl)</b>	<b>Date Disposed</b>	<b>Settled before Balance date? (Y/N)</b>

\*Please enclose copies of sale & purchase agreement and settlement statement if settled

<b>Cash on Hand</b>		
Please specify amount of cash on hand at balance date	\$	
Were there any cash rents not banked at balance date?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify amount of cash rents not banked)	\$	

<b>Bonds</b>		
Did you receive bonds from your tenants that were not lodged?	Yes <input type="radio"/>	No <input type="radio"/>
(if yes, please specify the total amount of bonds at balance date)	\$	

<b>Bank Account</b>
Please enclose bank statement confirming the closing balance at balance date for all accounts

<b>Investment – Complete this section if there was investment held by entity at balance date</b>			
Type of Investment (Share, term deposit, unit trust, bond, crypto asset, gold etc)	Cost Price (\$)	Date Purchased	Market Value at balance date (\$) (if known)
*Please enclose copies of statement confirming the closing balance at balance date			

<b>Loan &amp; Borrowings – Complete this section if there was loan held by entity at balance date</b>			
Type of Loan (term loan, hire purchase, overdraft)	Bank (finance institution)	Closing Balance (\$)	Property Address
*Please enclose copies of statement confirming the closing balance at balance date			

<b>Refinanced Loan</b>		
Were any loans refinanced during the year?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose a copy of settlement statement for refinancing)		

Passive Income – Complete this section if there was any passive income earned by entity		
Type of income (interest, dividend, royalties, overseas income)	Total Income for the year (\$)	Payer

\*Please don't include any PIE income or interest income already available from MyIR

\*Please enclose copies of dividend statement if any was received during the year

\*Please enclose copies of overseas income statement or tax return if any was received

Were there any amounts paid for repair & maintenance?	Yes <input type="radio"/>	No <input type="radio"/>
Were there any amounts paid from your personal accounts or cash?	Yes <input type="radio"/>	No <input type="radio"/>
(If yes, please enclose transaction details or invoices for each amount paid)		

Lawyer (Solicitor)	Cost (\$)	Purpose

\*Please enclose copies of invoice for each legal expense

#### 4. Going Concern & Other Information

<b>Ability to Continue Operating</b>		
Are you currently struggling to meet finance repayments?	Yes <input type="radio"/>	No <input type="radio"/>
Is your investment currently generating loss?	Yes <input type="radio"/>	No <input type="radio"/>
Is any of your investment property currently vacant?	Yes <input type="radio"/>	No <input type="radio"/>
Are you currently struggling to find a tenant or demand?	Yes <input type="radio"/>	No <input type="radio"/>
Do you plan on selling any of your investment property soon?	Yes <input type="radio"/>	No <input type="radio"/>

<b>Contingent Liabilities</b>		
Are you currently facing any legal claims from your tenant?	Yes <input type="radio"/>	No <input type="radio"/>
Are you aware of any major defects in any of your property?	Yes <input type="radio"/>	No <input type="radio"/>
Do you rent your property through Kainga Ora (Housing NZ)?	Yes <input type="radio"/>	No <input type="radio"/>
Was any of your property affected by adverse weather event?	Yes <input type="radio"/>	No <input type="radio"/>

#### 5. Tax Compliance

<b>Tax Compliance</b>		
Does the entity have any tax arrears including any periodic tax?	Yes <input type="radio"/>	No <input type="radio"/>
Does the entity have any overdue returns including any periodic tax?	Yes <input type="radio"/>	No <input type="radio"/>
Are you aware of any errors or omission made in prior returns?	Yes <input type="radio"/>	No <input type="radio"/>
Is the entity currently undergoing any review or audit by IRD?	Yes <input type="radio"/>	No <input type="radio"/>
<i>(if you answer yes to any of the above, your advisor will contact you for more details)</i>		
Is your entity covered by any tax audit insurance?	Yes <input type="radio"/>	No <input type="radio"/>

#### 6. New Zealand Trust or Estate Only

<b>Trust Administration (please only complete this section if your entity is a trust)</b>		
Was any deed or resolution signed during the year?	Yes <input type="radio"/>	No <input type="radio"/>
<i>(if yes, please specify nature ie. variation, gifting, debt)</i>		
Was there any change in trustees or beneficiary structure?	Yes <input type="radio"/>	No <input type="radio"/>
Was there any capital distribution made to any beneficiary?	Yes <input type="radio"/>	No <input type="radio"/>
<i>(if yes, please specify beneficiary &amp; amount: name: )</i>	\$	
Was there any asset transferred in/out to/from the trust?	Yes <input type="radio"/>	No <input type="radio"/>
<i>(if yes, please specify asset &amp; amount: asset: )</i>	\$	
Is your trust managed by a lawyer or trust advisor?	Yes <input type="radio"/>	No <input type="radio"/>
<i>(If yes, please specify your advisor firm or their name)</i>		

## 7. Value Adding Services

We're committed to supporting your financial success beyond year-end reporting. To that end, we offer a range of value-adding services designed to enhance investment management, optimize tax efficiency, and support investment portfolio growth.

Please indicate if you'd like more information about any of the following services:

Value Adding Services (Rental Investment)		
Debt-to-Equity Ratio Optimisation & Restructuring	Yes <input type="radio"/>	No <input type="radio"/>
Strategic Investment Planning	Yes <input type="radio"/>	No <input type="radio"/>
Estate Planning & Trust Administration Services	Yes <input type="radio"/>	No <input type="radio"/>
Financing, Funding & Mortgages	Yes <input type="radio"/>	No <input type="radio"/>
Assisted Sale & Purchase of Real Estate	Yes <input type="radio"/>	No <input type="radio"/>
Strategic Tax Planning & Optimisation	Yes <input type="radio"/>	No <input type="radio"/>
Specialty Tax Advisory Services – Land Transaction & Transfer	Yes <input type="radio"/>	No <input type="radio"/>
(Your advisor will contact you for more information about our services listed above)		

## 8. Client Declaration

I acknowledge that I am responsible for the accuracy and completeness of the information provided in this questionnaire, which will be used to calculate my income from property rental activities. I do not require an audit or detailed review to verify my information, and therefore, I understand that you will not provide assurance on my financial statements.

I recognize that your work is not designed to detect errors or fraud and that you accept no liability for the accuracy or completeness of the information supplied by me. I further understand that the financial statements will be prepared solely at my request and for my purposes, with no liability for any losses, claims, or demands by third parties.

I also accept responsibility for maintaining and supplying any additional records or information outside those provided here and acknowledge that any failure to provide all relevant documents remains my responsibility.

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

**Name:**

Thank you for completing this checklist. Your advisor will review the information provided and reach out if any further details are required.