

Financial Statements Questionnaire for Rental – 31 March 2018

Ensure this questionnaire is completed and included with your records

Client Name			
Balance Date:	31 March 2018		
Phone:		Mobile:	
Email:			

To Raynes, Gibson & Matthews Accountants Ltd

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for this year from the information and records I/We have supplied to you. I/We accept responsibility for the accuracy and completeness of all records and information supplied to you.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, and any other business that I/We deal with to obtain such information as you require in order to complete the above duties.

Signature: _____

Date: _____

Convenient time to call you is:	
Alternate phone numbers:	
When do you want your accounts completed by?	
All Details have been Provided as Requested	Yes <input type="checkbox"/> No <input type="checkbox"/> (If no please explain)

Property Details

Please provide us with the addresses of any rental properties you have. Is your property a Holiday home and if so please provide number of days:

1. Address: _____ rented _____ / personal use _____

2. Address: _____ rented _____ / personal use _____

3. Address: _____ rented _____ / personal use _____

New Property?
Have you done a valuation by a registered Chattels Valuer

If a property was not rented for a full 12 months, please provide details of why it was vacant:

PLEASE ENSURE YOU HAVE PROVIDED ALL THE INFORMATION REQUIRED TO COMPLETE YOUR FINANCIALS AND TAX RETURNS. LACK OF COMPLETE INFORMATION MAY MEAN AN INCREASE IN FEES AS WE NEED TO FOLLOW UP FOR MORE INFORMATION.

Records Required		<input checked="" type="checkbox"/>
Rental Income and Expenditure		
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties		<input type="checkbox"/>
OR Please provide details of the following for each rental property. Use a separate sheet if necessary.		<input type="checkbox"/>
Income:		
Total Rent Received	\$ _____	
Expenses:		
Rates	\$ _____	
Insurance	\$ _____	
Repairs and Maintenance (<i>please attach details or invoices</i>)	\$ _____	
Mortgage Interest	\$ _____	
(attach copy of loan summary/statements from bank- to support interest & loan balance(s) as 31/03/16)		<input type="checkbox"/>
Details of any other expense relating to rental property:		
_____	\$ _____	
_____	\$ _____	
Details of visits to inspect property/conduct property business:		
Date	Details	Kilometres (return trip)
_____	_____	_____
_____	_____	_____
Home Office Expenses		
If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you may be able to claim a proportion of your home expenses against your rental income.		<input type="checkbox"/>
Please provide the following details:		
Area used for Business: _____ m ²	Home Telephone Expense	
Total Area of House & Workshop: _____ m ²	You can claim up to 50% of the landline (more if justified)	
Power \$ _____	and	
Insurance (Building & Contents) \$ _____	100% Toll calls if rental related	
Interest (House Mortgage) \$ _____	(Please Separate)	
Rates \$ _____	Percentage use _____ %	
Water Rates \$ _____	Total landline paid (incl GST) for the year	
Repairs & Maintenance \$ _____	\$ _____	
Other \$ _____	Total Rental Related Tolls paid (incl GST) for the year	
Total \$ _____	\$ _____	
Other Details Required		
• Solicitors Settlement Statement		<input type="checkbox"/>
• Sale and Purchase Agreement		<input type="checkbox"/>
• Loan details for property purchased		<input type="checkbox"/>
• A copy of the latest Rateable Valuation		<input type="checkbox"/>
• A list of chattels and their value for properties bought or sold during the year (if applicable)		<input type="checkbox"/>

**Thank you for completing this questionnaire
Don't forget to sign it**