

End of Year Rental Questionnaire (for the period 1 April 2010 to 31 March 2011)

Please find to follow details of information we require to complete your end of year accounts for your rental property. As you can appreciate delays will occur where we do not receive complete information.
NB: It is important that you complete and include this form with the information you supply to us.

(Please circle)

1	<p>Rent Received</p> <p>Please provide details of rent received, either from your bank statements, rent book or remittance advices from your Property Manager.</p>	YES / NO / NA
2	<p>Expenses</p> <p>Details of expenses paid on the rental property, ie: rates, insurance, repairs & maintenance etc. Either from your bank statements, remittance advices from your Property Manager, cash book, or actual receipts.</p>	YES / NO / NA
3	<p>Mortgage Interest</p> <p>Please provide a summary from your lending institution showing Opening Balance of your loan at 1 April 2010. Closing Balance of loan at 31 March 2011 and interest and Principal paid.</p>	YES / NO / NA
4	<p>Purchase Details</p> <p>If you have purchased a property for rental during this period, please provide your Settlement Statement from your Solicitor, and your sale & purchase agreement.</p>	YES / NO / NA
5	<p>Chattel Valuation</p> <p>If this is a new rental property please provide a copy of your Chattel valuation.</p>	YES / NO / NA
6	<p>Sale Details</p> <p>If you have sold a rental property during this period, please provide a copy of your Settlement Statement from your Solicitor and your sale & purchase agreement</p>	YES / NO / NA
7	<p>Asset Purchase / Capital Improvements</p> <p>If you have purchased assets with a value of over \$500.00 or done any Capital Improvements to your property please send us copies of invoices relating to this.</p>	\$
8	<p>Bank Account Balances</p> <p>If you have a company which owns your rental properties you need to provide us with bank account balances as at 31 March 2011.</p>	YES / NO / NA
9	<p>Use of Home</p> <p>If you have more than one rental property, it may be possible to claim use of home expenses. Please advise us of the % of your home you use for an office and details of your home expenses, ie telephone, rates, insurance, home loan interest, power.</p> %
10	<p>Mileage</p> <p>Please advise the total mileage you have used in your vehicle to inspect your property or perform repairs and maintenance on the property. (no. of trips x km)</p> km
11	<p>Bank Account Number</p> <p>Please supply the bank account number you require any tax refunds to be deposited in. This will speed up your refunds. Please attach a deposit slip to this form.</p>	YES / NO / NA

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements and understand that no detailed review by Tax & Trust Professionals will take place to substantiate the accuracy of the information so given.

Name: _____ Signed: _____ Date: _____