

# Rental Questionnaire –

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: Business Plus One Ltd

## Terms of Engagement

I/We hereby instruct you Business Plus One Ltd and staff/contractors as applicable to prepare our Taxation Returns for the ..... year. I/we undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

<b>Rental Income and Expenditure</b>		✓
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties <b>OR</b> Please provide details of the following for each rental property. Use a separate sheet if necessary.		<input type="checkbox"/>
<b>Income:</b> Total Rent Received                    \$ _____		<input type="checkbox"/>
<b>Expenses:</b> Accounting fees                    \$ _____                    Phone                    \$ _____ Advertising (to rent)                    \$ _____                    Power                    \$ _____ Bank fees                    \$ _____                    Rates                    \$ _____ Insurance                    \$ _____                    (including regional council rates) Legal fees                    \$ _____                    Repairs and Maintenance                    \$ _____ Management fees                    \$ _____                    (please attach details or invoices) Mortgage Interest                    \$ _____                    Valuation fees                    \$ _____ (attach copy of loan summary/statements from bank)                    Water rates                    \$ _____		
Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____		
Details of visits to inspect property/conduct property business: Date                    Details                    Kilometres _____ _____ _____		
<b>Home Office Expenses (if applicable)</b>		
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 <b>may</b> be able to claim a proportion of your home expenses against your rental income. Please provide the following details: Area used for Business:                    _____ m <sup>2</sup> Total Area of House & Workshop:                    _____ m <sup>2</sup> Power                    \$ _____		<input type="checkbox"/>

Insurance (Building & Contents)	\$ _____	
Interest (House Mortgage)	\$ _____	
Rates (including regional council rates)	\$ _____	
Repairs and maintenance	\$ _____	
Other	\$ _____	
<b>Total</b>	<b>\$ _____</b>	
Cost of House and Section	\$ _____	
Cost of Section	\$ _____	
Construction materials: (timber, brick, etc)	_____	

**Residential Land Withholding Tax**

Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	
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**Residential Property Sales**

Have you sold any residential property during the year (not otherwise detailed on the information provided)?	<input type="checkbox"/>	
If yes, when was the property purchased?		_____
If it was purchased with 5 years of the sale date,		\$ _____
<ul style="list-style-type: none"> <li>• what was the original purchase price</li> <li>• and the sale price?</li> </ul>		_____

**Mixed Use Holiday Home**

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?	<input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, provide details of property: _____	
_____	
Was the property empty for 62 days in the income year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please complete the following section so we can determine the amount of allowable deductions.	
<b><u>Mixed Use Holiday Home – Information Required</u></b>	
The number of days the property was empty during the income year	_____
The number of days the asset was used by family or associated persons* during the income year	_____
OR where income from any person received was less than 80% of market rate	_____
* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property	
If there is more than one tenant who used the property through the year, please attach details.	<input type="checkbox"/>
Name of tenant: _____	
Relationship to owner (if any): _____	
Amount of rent they paid: \$ _____	
Dates rented (From: To) _____	
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):	<input type="checkbox"/>
Cost of advertising for tenants	\$ _____
Cost of repairing damages caused by tenants	\$ _____
Number of days spent in the property while repairing damages caused by tenants	_____
Mortgage interest	\$ _____

Rates <span style="float: right;">\$ _____</span> Insurance <span style="float: right;">\$ _____</span> Repairs/maintenance for general wear and tear <span style="float: right;">\$ _____</span> Other (please give details) : _____		
<b>Mixed Use Boat or Plane</b>		
Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	<input type="checkbox"/>	
If Yes, provide details: Description: _____ Market value: \$ _____		
Was the asset unused for 62 days in the income year? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> If yes, please complete the following section so we can determine the amount of allowable deductions.		
<b><u>Mixed Use Boat or Plane – Information Required</u></b>		
The number of days the asset was <b>unused</b> during the income year _____ The number of days the asset was used by family or associated persons* during the income year _____ OR where income from any person received was less than 80% of market rate _____ <small>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</small>		
For non-associated persons where payment received is at least 80% of market value:		
Number of days the asset was used: _____ Income received: \$ _____	<input type="checkbox"/>	
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):		
Cost of advertising for hireage <span style="float: right;">\$ _____</span> Cost of repairing damages caused by hireage <span style="float: right;">\$ _____</span> Operating costs / supplies <span style="float: right;">\$ _____</span> Insurance <span style="float: right;">\$ _____</span> Repairs/maintenance for general wear and tear <span style="float: right;">\$ _____</span> Other (please give details) _____	<input type="checkbox"/>	
<b>Other Details Required (if applicable)</b>		
<ul style="list-style-type: none"> <li>• Solicitors Settlement Statement <span style="float: right;"><input type="checkbox"/></span></li> <li>• Sale and Purchase Agreement <span style="float: right;"><input type="checkbox"/></span></li> <li>• Loan details for property purchased <span style="float: right;"><input type="checkbox"/></span></li> <li>• A copy of the latest Rateable Valuation <span style="float: right;"><input type="checkbox"/></span></li> <li>• Any notifications provided to IRD of residential property held on revenue account (taxable on sale) <span style="float: right;"><input type="checkbox"/></span></li> <li>• A list of chattels with their dates and value for properties bought or sold during the year <span style="float: right;"><input type="checkbox"/></span></li> </ul>	<input type="checkbox"/>	

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