Rental Financial Statements Questionnaire –2025

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Email:			

To: McConnell Stafford-Bush & Associates

Terms of Engagement

I/We hereby instruct you McConnell Stafford-Bush & Associates and staff/contractors as applicable to prepare our Taxation Returns for the 2025 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.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

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 2.0% per month, and that all accounts are due for payment by the 20th 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.

Name	**IRD Number**	**Signature**	**Date**

Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:

Director	**Date of birth**	**City / Town of birth**	**Country of birth**	**Current residential address**

Property Details	
Please provide us with the addresses of any rental properties you have. Address:____ Address:____ Address:____	If a property was not rented for a full 12 months, please provide details of why it was vacant. ____________________________ ____________________________

Rental Income and Expenditure ✓

Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties ☐
OR
Please provide details of the following for each rental property. Use a separate sheet if necessary. ☐

Income:
Total Rent Received $______________

Expenses:

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
______	____	__________________
______	____	__________________
______	____	__________________

Rental Income from Overseas

Provide details of any income received from overseas, including rental income and any tax deducted from this income	☐	

Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Address for Home Office

____

Home Office area: - no change as per previous year ☐

OR

Area used for Business: __________ m²

Total Area of House & Workshop: __________ m²

Actual Cost Method		OR IRD Square Metre Rate Method (see below note)*	
Power	$____________		
Insurance (Building & Contents)	$____________		
Interest (House Mortgage)	$____________	Interest (House Mortgage)	$____________
Rates (including regional council rates)	$____________	Rates (including regional council rates)	$____________
Rent	$____________	Rent	$____________
Repairs & Maintenance	$____________		
Telephone rental	$____________		
Other	$____________		
Total	**$____________**		

**Would you like to use the IRD rate? Currently it is $53.10 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.*

Covid-19 Wage Subsidy and other Covid-19 support payments

If you have received the Covid-19 Small Business Loan, have any interest payments and / or repayments been made? ☐

Date rec: __/__/__ $_______________

Date rec: __/__/__ $_______________

Date rec: __/__/__ $_______________

Date rec: __/__/__ $_______________

Have any amounts of Covid-19 support payments been repaid back? Please provide details of payment and reason for repayment Date paid back: __/__/__ $_______________ Reason: ____ ____ ____ ____ ____	☐	

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.	☐	

Residential Property Sales

Have you sold any residential property during the year (not otherwise detailed on the information provided)? If yes, when was the property purchased? If it was purchased with 10 years of the sale date, • what was the original purchase price • and the sale price?	☐	______________________ $ ______________________ ______________________

Mortgage Interest Paid on Residential Properties

Have you incurred interest on residential properties owned (which is not your main family home or 'new build')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid. * A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020	☐	

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? ☐

Yes ☐ No ☐

If yes, provide details of property:____

____

Was the property empty for 62 days or more in the income year? Yes ☐ No ☐
If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home – Information Required

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. ☐

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): 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 $________________ Insurance $________________ Repairs/maintenance for general wear and tear $________________ Other (please give details) : ____	☐
Mixed Use Boat or Plane	
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? Yes ☐ No ☐ If Yes, provide details: Description: ____ Market value: $________________ Was the asset unused for 62 days or more in the income year? Yes ☐ No ☐ If yes, please complete the following section so we can determine the amount of allowable deductions. **<u>Mixed Use Boat or Plane – Information Required</u>** The number of days the asset was **unused** 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 For non-associated persons where payment received is at least 80% of market value: Number of days the asset was used: ________________ Income received: $________________ 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 $________________ Cost of repairing damages caused by hireage $________________ Operating costs / supplies $________________ Insurance $________________ Repairs/maintenance for general wear and tear $________________ Other (please give details) ____	☐ ☐ ☐

Other Details Required (if applicable)	
• Solicitors Settlement Statement	☐
• Sale and Purchase Agreement	☐
• Loan details for property purchased	☐
• A copy of the latest Rateable Valuation	☐
• Any notifications provided to IRD of residential property held on revenue account (taxable on sale)	☐
• A list of chattels with their dates and value for properties bought or sold during the year	☐

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