



**Rental / Investment Property Questionnaire
and Information Declaration**

Client Name: _____

Physical Address: _____

Postal Address: _____

Phone Number: _____ Mobile: _____

Email: _____

Rental Address: _____

(if more than one Rental Property owned please use a separate form for each Property)

Management
Company: _____

Contact Details: _____

INFORMATION DECLARATION AND AUTHORITY INSTRUCTION

I/We hereby instruct you to prepare my/our Financial Reports and Taxation Returns. 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. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance Companies, Inland Revenue Department and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

Client Signature

Client Name

____ / ____ / ____
Date

A. ACQUISITION

Where property was first rented and/or acquired for rental during this year, please provide details as follows:

- Address of each new Rental property
- Method of financing
- Agreement(s) for Sale and Purchase
- Solicitors Settlement Statement(s)
- Cost Price(s)
- Value of Loan(s)
- Property Valuations held
- Loan Documentation

B. RENTAL INCOME

Please provide the following:

- If using a Property Management Company or Agent, please obtain an annual summary of Rental earnings.
- Rental Property Bank Statements

C. TAX DEDUCTIBLE EXPENSES

Please supply full details of expenses such as:

- Accountancy Fees
- Agents Fees and Commissions
- Bank Charges
- Electricity (between Tenancies)
- Insurance
- Interest on Loans for the purpose of acquiring Rental Property(s)
- Legal Fees
- Loan Application Fees
- Mortgage Repayment Fees / Insurance
- Mileage Log (from your home/office to check on tenancies, carry out maintenance etc)
- Rates
- Repairs and Maintenance
- Valuation Fees
- Use of Home Expenses
- Water Rates
- Any other relevant property holding costs

D. LOAN ACCOUNTS – MORTGAGES

Please supply all Loan Account Statements showing movements throughout the year.

NB - If your last Statement does not cover your Balance Date (31 March) please obtain a Transaction Listing from the last Statement date up to your Balance Date. Alternatively, please obtain a Loan Summary covering the whole financial year (1 April 2025 to 31 March 2026).

E. OTHER PERTINENT FACTS

- Period the Property was rented
- Period the Property was available for rent
- Period the Property was owned during the current Financial year
- Please supply full address details of your Rental Property for the current Financial year