

ANNUAL QUESTIONNAIRE

RENTAL 2026

WAIMATE ACCOUNTANTS

• LIMITED •

Client _____

Balance Date ____/____/____

Telephone _____

Mobile _____

Email _____

Physical Address _____

(Include RAPID Number and postcode)

Engagement of Professional Services

Waimate Accountants Limited agrees to provide the following professional services:

- Preparation of financial reports and tax returns based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.
- We will report on any matters that come to our attention in the process of undertaking your work.
- We will provide any other services as are agreed upon between us from time to time.

You agree and confirm:

- You will supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.
- We may obtain any further information necessary for the completion of your engagement from any third party you had dealings with during the year for the named above or other entities that you have interests in that effect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Waimate Accountants Limited to link to all tax types (except child support) at the Inland Revenue Department and to obtain information through all media and communication channels necessary to fulfil the agency responsibilities as your accountant and tax agent. We will not be liable for any penalties imposed by IRD as a result of incomplete records supplied to us.
- To authorise Waimate Accountants Limited to access and change information through My ACC and directly with ACC staff.
- Full terms and conditions of our engagement are available on our website.

Price and Payment

Our fees are based on hours worked charged at rates appropriate to the work performed and the levels of expertise required, plus out of pocket expenses. If requested by you we will advise you of our estimated fee for the work to be undertaken. If our costs seem likely to exceed this figure, we will discuss the matter within a reasonable timeframe.

Our fees are payable by the 20th of the month following the invoice date. In the event that it is necessary to take legal action to recover overdue accounts, all collection costs incurred by us will be incurred by you.

Signature: _____

Full Name: _____

Date Completed: ____/____/____

WAIMATE ACCOUNTANTS LIMITED
PHONE: 03 689 8551
WEB: www.waimateaccountants.co.nz
EMAIL: admin@waimateaccountants.co.nz
P O Box 64, Waimate 7960

GENERAL

Would you like a draft copy of the financial statements before they are finalised?

YES / NO

PARTICULARS OF ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED

Asset Description	Total Paid (incl. GST)	Date	Details of Any Asset Traded In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please supply Hire Purchase Agreements if applicable).

PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR

(You may wish to refer to last years depreciation schedule included with your financial statements)

Asset Description	Date Sold	Total Received	Tick if Scrapped
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BUSINESS EXPENSES FROM PERSONAL FUNDS

Please list expenses paid from personal funds relating to the rental business and/or supply invoices/details.

BUSINESS MOTOR VEHICLE EXPENSES

Do you use your car for your rental business?

YES / NO

If Yes, how many kilometres have you travelled this year on behalf of the rental business? _____ kms

LOANS AND MORTGAGES

Have you raised or repaid any mortgages and/or loans in the financial period? If yes, please supply details/documents, including:

Mortgagee or Lender	Term
Principal Sum	Commencement Date
Security	Interest Rate

Also, please attach copies of solicitors' settlement or relevant documents.

Supply verification from the lender of existing loans owing at balance date, ie. year end loan statements.

Thank you for completing this questionnaire.