

MCISAACS 2026 Rental Checklist



Client Name:

Year End:

Please note the following:

If there is more than one rental property, please complete this checklist for each rental property

1. Property details

Address

2. If the property was purchased or sold in the financial year, please provide a copy of the following:

Solicitors Settlement Statement	No / Yes
Agreement for Sale and Purchase	No / Yes
Loan details for property financed	No / Yes
Latest Rates Valuation	No / Yes
Chattels with their dates and values bought or sold during the year	No / Yes

3. Does the property qualify for a s a "new build: for tax purposes

If yes, please provide background information. No / Yes

4. Number of months the property was vacant

5. Rental Income and Expenditure

Please supply bank statement identifying all transactions that relate to the rental activity

Or

Please complete the details below:

Income / Total rent received \$

Expenses				
Accounting	\$	<input type="text"/>	Rates - general	\$ <input type="text"/>
Advertising the property for rent	\$	<input type="text"/>	Repairs and Maintenanc	\$ <input type="text"/>
Bank fees	\$	<input type="text"/>	Telephone	\$ <input type="text"/>
Body corporate and or management fees	\$	<input type="text"/>	Valuation fees	\$ <input type="text"/>
Insurance (House & contents)	\$	<input type="text"/>	Water rates	\$ <input type="text"/>
Lawn mowing	\$	<input type="text"/>	Other - please provide details	<input type="text"/>
Legal fees	\$	<input type="text"/>	Other - please provide details	<input type="text"/>
Mortgage interest	\$	<input type="text"/>	Other - please provide details	<input type="text"/>

6. Details of visits to inspect the property or conduct business

Date	Details	Kilometres
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Home Office

If part of your home was used as a home office/storage area in relation to administering the rental property, please provide the following details:

Rent (if property not owned)		Valuation Fees re Mortgage	
Insurance		Legal Expenses re Mortgage	
Repairs and Maintenance		Interest (on Mortgage)	
Power & Gas		Body Corporate Fees	
Rates & Water Rates			

Note: If you have supplied details of your house and the area used for business purposes to us in prior years, and the details have not changed, you do not need to supply the following information

The total floor area of the house is:	m2	
The total floor area used for business purposes is:	m2	
The total cost of the property (if owned) was:	\$	
The last valuation of the property (if owned) was:	Land:	\$
	Buildings:	\$

ANY QUERIES? PLEASE CONTACT US FOR ASSISTANCE

**DECLARATION (PLEASE READ AND SIGN)
Professional Engagement Procedures**

1. We carry out the compilation of your income tax returns from the information supplied by you and therefore we rely on you to provide us with accurate information.
2. It is your responsibility to pay all taxes by due date so as not to incur penalties. We will forward to you advance notice of when tax payments are due along with pay in slips.
3. In completing and signing this Checklist you are accepting Mclsaacs terms of trade and in particular the payment of our fees.

Your signature below confirms the following:

I accept responsibility for the completeness of all records and information supplied to Mclsaacs for the purpose of them preparing my Income Tax Return.

Where information cannot be located by me I hereby authorise Mclsaacs to obtain from third parties including IRD any records or information that they require to prepare my Income Tax Return and accordingly these third parties are authorised to provide to Mclsaacs this information.

I acknowledge that additional accounting costs may be incurred for collecting such missing information where this ordinarily should have been included with this checklist.

If information is not supplied I acknowledge that this may delay the completion of my Income Tax Return.

Please refer to Mclsaac's Letter of Engagement which sets out terms and conditions for provision of services and payment of fees incurred.

Signed: _____

Date: _____

Your time and effort in completing this Checklist is greatly appreciated by Mclsaacs

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