



## 2018 RENTAL QUESTIONNAIRE

NAME:

E-MAIL ADDRESS:

CONTACT PERSON:

HOME PHONE NO:

MOBILE NO:

ADDRESS:

### AUTHORITY AND TERMS OF ENGAGEMENT:

I hereby instruct you to prepare my Financial Statements and Tax Returns. I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements.

I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

You are hereby authorized to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

SIGNED:

\_\_\_\_\_  
(Please enter full name if signing electronically, as this is an Inland Revenue requirement)

DATE:

\_\_\_\_\_

Your time and effort in completing this form is much appreciated by the team at Perriams as it allows us to complete your Financial Statements more efficiently.

**DON'T FORGET TO SIGN YOUR QUESTIONNAIRE**

Please answer all questions below. If “yes” could you please then complete the relevant sections on the following pages where applicable.

|    |   | Yes                           | No                            | Section |
|----|---|-------------------------------|-------------------------------|---------|
| 1  | What record keeping system have you used during this financial year? Xero, or a manual system?  |                               |                               |         |
|    | If Xero, we do not require anything further for the rental property at this stage, just sign the Questionnaire and return to us. If a manual system, please provide:  |                               |                               |         |
|    | - Bank Statements (Please provide copies of all statements up to and including 31 March 2018).  | <input type="checkbox"/>      | <input type="checkbox"/>      |         |
|    | - Spreadsheets / Cashbook (If yes, please provide copies).  | <input type="checkbox"/>      | <input type="checkbox"/>      |         |
|    | - Property Manager reports (If yes, please provide monthly statements and yearly summary)   | <input type="checkbox"/>      | <input type="checkbox"/>      |         |
|    | - Other   | <input type="checkbox"/>      | <input type="checkbox"/>      |         |
| 2  | Did you receive any rental income?  | <input type="checkbox"/>      | <input type="checkbox"/>      | 2       |
| 3  | Did you incur vehicle running costs? Please specify number of Km's.   | <input type="checkbox"/>      | <input type="checkbox"/>      | 3       |
| 4  | Have you purchased a property or chattels during the year?  | <input type="checkbox"/>      | <input type="checkbox"/>      | 4       |
| 5  | Have you sold a property during the year?   | <input type="checkbox"/>      | <input type="checkbox"/>      | 5       |
| 6  | Did you have a loan or mortgage during the year? Please Include a Copy of your annual loan summary.   | <input type="checkbox"/>      | <input type="checkbox"/>      | 6       |
| 7  | Are you claiming for the Home Office Allowance? Please complete section 7.  | <input type="checkbox"/>      | <input type="checkbox"/>      | 7       |
| 8  | Did you have any rent owed to you as at 31 March 2018?  | <input type="checkbox"/>      | <input type="checkbox"/>      | 8       |
| 9  | Did you have any accounts payable (owed by you) as at 31 March 2018?  | <input type="checkbox"/>      | <input type="checkbox"/>      | 9       |
| 10 | Have your land and/or building/s been affected by the earthquakes?  | <input type="checkbox"/>      | <input type="checkbox"/>      | 10      |
| 11 | If you are completing this questionnaire for a Look Through Company, please complete Section 11?  | <input type="checkbox"/>      | <input type="checkbox"/>      | 11      |
| 12 | Do you find our newsletters informative?  | <input type="checkbox"/>      | <input type="checkbox"/>      |         |
| 13 | When we commence work on your financial statements if there are any queries or outstanding information required please advise if you would prefer that we communicate with you either by e-mail or telephone. | E<br><input type="checkbox"/> | T<br><input type="checkbox"/> |         |

THE FIRST QUESTION WE HAVE AND WHAT MATTERS TO US MOST IS WHAT CAN PERRIAM AND PARTNERS DO TO PROVIDE A BETTER SERVICE TO YOU? PLEASE TAKE THIS OPPORTUNITY TO LET US KNOW.

|  |
|--|
|  |
|  |
|  |
|  |
|  |

## 2 RENTAL INCOME

Please fill in table the below, or alternatively complete the Rental Income & Expense Schedule in Excel (Located on our website under questionnaires).

|   |    |    |    |
|---|----|----|----|
| <b>Address of Property:</b>   |    |    |    |
| The number of months the property was available for rental during the year: |    |    |    |
|   | \$ | \$ | \$ |
| Months let  |    |    |    |
| Rent Received:  |    |    |    |
|   |    |    |    |
| Advertising   |    |    |    |
| Accountancy fees  |    |    |    |
| Property Management Fees  |    |    |    |
| Bank Charges  |    |    |    |
| Cleaning and Rubbish  |    |    |    |
| Insurance   |    |    |    |
| Inspection Costs  |    |    |    |
| Legal Expenses  |    |    |    |
| Loan Fees   |    |    |    |
| Mortgage Interest   |    |    |    |
| Mortgage Principal Repaid   |    |    |    |
| Mortgage repayment insurance  |    |    |    |
| Mortgage Break Fees   |    |    |    |
| Postage and Stationery  |    |    |    |
| Rates (attach rates notice)   |    |    |    |
| Repairs & Maintenance (see below)   |    |    |    |
| Telephone and Tolls   |    |    |    |
| Seminars and Magazines  |    |    |    |
| Valuation Fees  |    |    |    |
| Other (provide details)   |    |    |    |

**Describe the nature of your Repairs & Maintenance:**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please provide copies of all bank statements / or spreadsheet for your rental.

Please provide copies of all invoices for the above expenses.

### 3 MOTOR VEHICLE EXPENSES

Vehicle use for rent collection and/or maintenance:

Km

Km

Km

### 4 PROPERTY/CHATTELS PURCHASED

Property Address: \_\_\_\_\_

Enclosed

Please attach all legal statements, including the Solicitors settlement statement

☐

Chattels (items costing \$500 or more)

Enclosed

- Copies of invoices for all assets over \$500 in value

☐

- Details of any trade in details if applicable

☐

Details as below:

| Description | Purchase Date | Cost Price | How was asset paid for? | Asset traded if any | Value of trade in (incl GST) |
|-------------|---------------|------------|-------------------------|---------------------|------------------------------|
|             |               |            |                         |                     |                              |
|             |               |            |                         |                     |                              |
|             |               |            |                         |                     |                              |

### 5 PROPERTY/CHATTELS SOLD

Property Address: \_\_\_\_\_

Enclosed

Please attach all legal statements, including the Solicitors settlement statement

☐

| Description | Date | Sale Price (incl GST) | Tick if Scrapped | Where proceeds banked |
|-------------|------|-----------------------|------------------|-----------------------|
|             |      |                       |                  |                       |
|             |      |                       |                  |                       |
|             |      |                       |                  |                       |
|             |      |                       |                  |                       |

## 6 LOANS/MORTGAGES

Please provide the following records:

Enclosed

- Statements recording interest paid and principal owing at balance date.

☐

Details as below:

| Lender | Guarantor | Owing at<br>Balance<br>Date | Interest<br>Rate | Term of<br>Loan | Security |
|--------|-----------|-----------------------------|------------------|-----------------|----------|
|        |           |                             |                  |                 |          |
|        |           |                             |                  |                 |          |
|        |           |                             |                  |                 |          |
|        |           |                             |                  |                 |          |
|        |           |                             |                  |                 |          |

## 7 HOME OFFICE ALLOWANCE

**If you do not use a property manager, please provide the following:**

The annual total of the following expenses are required in order to complete the calculations:

**(please do not write same as last year)**

|                                 |    |  |    |
|---------------------------------|----|--|----|
| Rent (if property<br>not owned) | \$ | Security System<br>(monitoring charges)        | \$ |
| Insurance                       | \$ | Interest (on Mortgage)                         | \$ |
| Repairs and<br>Maintenance      | \$ | Home Mortgage Balance<br>(as at 31 March 2018) | \$ |
| Power and Gas                   | \$ | Body Corporate Fees                            | \$ |

Rates and Water  
Rates

\$

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

Total floor area of the house:

m2

Total floor area used for business purposes:

m2

**8 RENT RECEIVABLE**

Rent owed to you as at 31 March 2018

\$

This would relate to any rent owing to you as at 31 March 2018 but not yet received as at that date.

**9 ACCOUNTS PAYABLE**

Please provide a list of accounts payable (Owed by you 31 March 2018):

| Name of Creditor | Amount | Expense Type |
|------------------|--------|--------------|
|                  |        |              |
|                  |        |              |
|                  |        |              |
|                  |        |              |

**10 HAVE YOUR LAND AND/OR BUILDING/S BEEN AFFECTED BY THE EARTHQUAKES?****Yes No**

Have you completed all Earthquake Repairs on the property?

☐☐

Please provide all details.

|  |
|--|
|  |
|  |
|  |

**11. LOOK THROUGH COMPANY (LTC)****Yes NO N/A**

Are the loans in the company guaranteed personally by the shareholders?

☐☐☐

Please provide the market value of family home and holiday home/s (if applicable).

\$

☐

Is the family home owned by a Trust?

☐☐

Do you have any personal debt?

☐☐