



ALL ACCOUNTED FOR
CONFIDENCE IN BUSINESS

ANNUAL ACCOUNTS QUESTIONNAIRE FOR INVESTMENT PROPERTIES FOR THE YEAR ENDED 31 MARCH 2026

Property Address:

Property Owners:

Please complete separate questionnaire for each property.

Section 1 - Property Sale or Purchase

Yes No

(a) Was the property purchased or sold during the year?

If "no", go to Section 2. If "yes" attach:

- Sale and purchase agreement.
- Lawyers settlement statements.
- Lawyers invoice.

(b) Do you wish to claim depreciation on chattels for this property?

If "no", go to Section 2. If "yes", please discuss with us.

Section 2 - Other Issues

(a) Did you maintain a separate bank account for this property?

If "yes", attach the bank statements. If "no", we will need other details of the property income and expenses (please complete attached worksheet).

(b) Is the rent from this property being deposited into a private account?

If "yes", please discuss this with us. We will need to know how much rent was received during the year.

(c) Does the property have a mortgage or other loan?

If "yes", provide details of the loan repayments, interest and copy of the mortgage / loan statement at 31 March 2026 showing the outstanding balance.

(d) Did you pay property related expenses out of your private funds?

If "yes", provide details of the expenses.

(e) Did you record property related use of your private motor vehicle?

If "yes", attach details of the kilometres travelled.

(f) Were there any extended vacancies during the year?

If "yes", please discuss this with us.

(g) Is the property occupied by a relative?

If "yes", please discuss this with us.

(h) Were there any repairs or maintenance which cost more than \$500 during the year?

If "yes", please discuss this with us.



Section 3 - Income & Expenses

Yes No

(a) Please provide details of income and expenses, **if the entity is not on Xero**, including:

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- Bank statements (Electronic csv or excel is preferred).
- Invoices, statements and receipts.
- A worksheet detailing income, expenses, deposits and withdrawals, if you are not providing us with electronic bank transactions.

A sample worksheet is attached.