

Rental Questionnaire –

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Email:	

To: Business Plus One Ltd

Terms of Engagement

I/We hereby instruct you Business Plus One Ltd and staff/contractors as applicable to prepare our Taxation Returns for the 2024 year. 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.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Signature _____ Date _____

Property Details	
Please provide us with the addresses of any rental properties you have. Address: _____ Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____

Rental Income and Expenditure		?									
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties OR Please provide details of the following for each rental property. Use a separate sheet if necessary.		? ?									
Income: Total Rent Received \$ _____											
Expenses:											
Accounting fees \$ _____	Phone \$ _____										
Advertising (to rent) \$ _____	Power \$ _____										
Bank fees \$ _____	Rates \$ _____										
Insurance \$ _____	(including regional council rates)										
Legal fees \$ _____	Repairs and Maintenance \$ _____										
Management fees \$ _____	(please attach details or invoices)										
Mortgage Interest \$ _____	Valuation fees \$ _____										
(attach copy of loan summary/statements from bank)	Water rates \$ _____										
Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____											
Details of visits to inspect property/conduct property business: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 50%;">Details</th> <th style="width: 40%;">Kilometres</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	
Date	Details	Kilometres									
_____	_____	_____									
_____	_____	_____									
Rental Income from Overseas											
Provide details of any income received from overseas, including rental income and any tax deducted from this income	?										
Home Office Expenses											
If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details: Address for Home Office _____											
Home Office area: - no change as per previous year ?											
OR											
Area used for Business: _____ m ² Total Area of House & Workshop: _____ m ²											
<u>Actual Cost Method</u>		<u>OR IRD Square Metre Rate Method</u> (see below note)*									
Power \$ _____											
Insurance (Building & Contents) \$ _____											
Interest (House Mortgage) \$ _____	Interest (House Mortgage) \$ _____										
Rates (including regional council rates) \$ _____	Rates (including regional council rates) \$ _____										
Rent \$ _____	Rent \$ _____										
Repairs & Maintenance \$ _____											
Telephone rental \$ _____											
Other \$ _____											
Total \$ _____											
<i>*Would you like to use the IRD rate? Currently it is \$47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.</i>											
<i>Covid-19 Wage Subsidy and other Covid-19 support payments</i>											

Covid-19 Wage Subsidy and other Covid-19 support payments		
Have you received the Covid-19 Leave Support Payments? (please note all dates and receipts)		?
Date rec: __/__/__ \$ _____	Date rec: __/__/__ \$ _____	
Date rec: __/__/__ \$ _____	Date rec: __/__/__ \$ _____	
Date rec: __/__/__ \$ _____	Date rec: __/__/__ \$ _____	
Where Covid-19 Leave Support Payments have been received for stakeholders (shareholders/partners/trustees/beneficiaries/owners) of the business please provide details of the following:		?
<ul style="list-style-type: none"> • Amounts received for each stakeholder • Whether amounts received were for full-time or part-times 		
Have you received a Covid-19 Cultural Sector Emergency Relief Grant or other Covid-19 support payments?		?
Please provide details if it is an "other" Covid-19 support payment		
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
Have you received the Covid-19 Small Business Loan?		?
Date rec: __/__/__ \$ _____		
Have any amounts of Covid-19 support payments been repaid back?		?
Please provide details of payment and reason for repayment		
Date paid back: __/__/__ \$ _____	Reason: _____	

Residential Land Withholding Tax		
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	?	
Residential Property Sales		
Have you sold any residential property during the year (not otherwise detailed on the information provided)?	?	
If yes, when was the property purchased?		_____
If it was purchased with 10 years of the sale date,		\$ _____
<ul style="list-style-type: none"> • what was the original purchase price • and the sale price? 		_____

Mortgage Interest Paid on Residential Properties		
Have you incurred interest on residential properties owned (which is not your main family home or 'new build')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.	?	
* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020		
Mixed Use Holiday Home		
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?		?

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):		
Cost of advertising for hireage	\$ _____	?
Cost of repairing damages caused by hireage	\$ _____	
Operating costs / supplies	\$ _____	
Insurance	\$ _____	
Repairs/maintenance for general wear and tear	\$ _____	
Other (please give details)	_____	
Other Details Required (if applicable)		
<ul style="list-style-type: none"> Solicitors Settlement Statement Sale and Purchase Agreement Loan details for property purchased A copy of the latest Rateable Valuation Any notifications provided to IRD of residential property held on revenue account (taxable on sale) A list of chattels with their dates and value for properties bought or sold during the year 		? ? ? ? ? ?

Thank you for completing this questionnaire
Don't forget to sign it