
2021 Rental Questionnaire

Client Name:

Email Address:

Phone Number:

Physical Address:

Terms of Engagement

I hereby instruct the staff/contractors of Bishop Toomey & Pfeifer Limited to prepare my Financial Statements and Taxation Returns for the year ending 31 March 2021. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by me. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my attention.

I understand that the Financial Statements and Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than me, for the contents of the Financial Statements.

I 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 14 days following the invoice date. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

Authority is given to obtain information from any third party any records or information you require in order to complete my financial statements and tax returns. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

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

Name	Signature	Date

Property Details

Please list below your rental property addresses:

Address: _____

Address: _____

Address: _____

If a property was not rented for a full 12 months, please provide details of why it was vacant.

Rental property purchased or sold during the financial year –

YES NO

(if applicable - please provide the following information)

• Solicitors Settlement Statement(s)	<input type="checkbox"/>
• Sale and Purchase Agreement	<input type="checkbox"/>
• Loan details for property purchased	<input type="checkbox"/>
• Valuation of chattels (if undertaken)	<input type="checkbox"/>
• A copy of the latest Rateable Valuation	<input type="checkbox"/>
• Any notifications provided to IRD of residential property held on revenue account (taxable on sale)	<input type="checkbox"/>

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.

Yes No

Residential Property Sales

<p>Have you sold any residential property during the year (not otherwise detailed on the information provided)?</p> <p>If yes, when was the property purchased?</p> <p>If it was purchased with 5 years of the sale date,</p> <ul style="list-style-type: none"> ▪ what was the original purchase price? ▪ and the sale price? ▪ Has the rental property been used as your main home at any point? 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date: _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Rental Income and Expenditure

<p>Please supply the year end tax summary if the property/ies have been managed for the full year by a property manager or bank statements clearly identifying and detailing all transactions that relate to the rental properties.</p> <p>OR</p> <p>Please provide details of the following for each rental property. Use a separate sheet if necessary.</p> <p>Income: Total Rent Received \$ _____</p> <p>Expenses:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Accounting fees \$ _____</td> <td style="width: 50%;">Phone \$ _____</td> </tr> <tr> <td>Advertising (to rent) \$ _____</td> <td>Power \$ _____</td> </tr> <tr> <td>Bank fees \$ _____</td> <td>Rates \$ _____</td> </tr> <tr> <td>Insurance \$ _____</td> <td>(including regional council rates)</td> </tr> <tr> <td>Legal fees \$ _____</td> <td>Repairs and Maintenance \$ _____</td> </tr> <tr> <td>Management fees \$ _____</td> <td>(please attach details or invoices)</td> </tr> <tr> <td>Mortgage Interest \$ _____</td> <td>Valuation fees \$ _____</td> </tr> <tr> <td>(attach copy of loan summary/statements from bank)</td> <td>Water rates \$ _____</td> </tr> </table> <p>Details of any other expense relating to rental property:</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Details of visits to inspect property/conduct property business:</p> <table style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 60%;">Details</th> <th style="width: 30%;">Kilometres</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	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 \$ _____	Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>
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Home Office Expenses *(Only complete if you own multiple properties)*

If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you **may** be able to claim a proportion of your home expenses against your rental income. Please provide the following details:

Address for Home Office _____

Home office area - Same as prev. year

OR

Area used for Business: _____ m²

Total Area of House & Workshop: _____ m²

Actual Cost Method **OR** IRD Square Metre Rate Method (see below note)

Power \$ _____

Insurance (Building & Contents) \$ _____

Interest (House Mortgage) \$ _____

Interest (House Mortgage) \$ _____

Rates (including regional council rates) \$ _____

Rates \$ _____

Rent \$ _____

Rent \$ _____

Repairs and Maintenance \$ _____

Other – Please specify \$ _____

Total \$ _____

*Would you like to use the IRD rate? Currently it is \$42.75 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.

Mixed Use Holiday Home

Are any of your rental properties a holiday home or a bach that is used privately and also to derive income? Yes No

If yes, provide details of property: _____

Was the property empty for 62 days in the income year? Yes NO

If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year _____

The number of days the asset was used by family or associated persons* during the income year. _____

OR where income from any person received was less than 80% of market rate _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property.

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: _____

Relationship to owner (if any): _____

Amount of rent they paid: \$ _____

Dates rented (From: To) _____

Mixed Use Holiday Home conts.

Expenses incurred in respect of the property:

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Number of days spent in the property while repairing damages caused by tenants _____

Mortgage interest \$ _____

Rates \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details): _____

Mixed Use Boat or Plane

Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? YES NO

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