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## 2023 Rental Questionnaire

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**Client Name:**

**Email Address:**

**Phone Number:**

**Physical Address:**

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### 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 2023. 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. I authorise you to furnish to any third party, financial information of mine as you see fit that is requested in furtherance of our business activities.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

*The following questionnaire serves as our main reference point for ensuring we have all the information required to complete your annual accounts and tax returns. Please tick the relevant boxes and supply the information required. If any items on this questionnaire is not applicable, leave the box blank.*

Please tick best option for supplying your records: -

<input type="checkbox"/>	Records to be provided digitally (please email these to <a href="mailto:admin@btp.nz">admin@btp.nz</a> )
<input type="checkbox"/>	Physical records to be dropped off at our office, posted or couriered & expected date

## Records Required

### 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 and for how many days it was vacant.

\_\_\_\_\_

**Rental property purchased or sold during the financial year –**  
*(if applicable - please provide the following information)*

YES  NO

- |   |                          |
|---|--------------------------|
| • 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 10 years of the sale date,</p> <ul style="list-style-type: none"> <li>▪ what was the original purchase price?</li> <li>▪ and the sale price?</li> <li>▪ Has the rental property been used as your main home at any point?</li> </ul>	<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><b>OR</b></p> <p>Please provide details of the following for each rental property. Use a separate sheet if necessary.</p> <p><b>Income:</b></p> <p>Total Rent Received                      \$ _____</p> <p><b>Expenses:</b></p> <table style="width: 100%; border: none;"> <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%; border: none;"> <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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## Mortgage Interest Paid on Residential Properties

Have you incurred interest on residential properties owned (which is not your main family home)? Yes  No

Do any of your residential rental property loans also include a portion of funds borrowed for business purposes or for any commercial rental property? If year, please advise full details. Yes  No

**Home Office Expenses** *(Only complete if you own multiple rental 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: \_\_\_\_\_ m<sup>2</sup>

Total Area of House & Workshop: \_\_\_\_\_ m<sup>2</sup>

**Please select either the Actual Cost Method or IRD Square Metre Rate Method**

Actual Cost Method

**OR** IRD Square Metre Rate Method

*IRD rate currently is \$47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.*

Power	\$ _____	Interest (House Mortgage)	\$ _____
Insurance (Building & Contents)	\$ _____	Rates (including regional council rates)	\$ _____
Interest (House Mortgage)	\$ _____	Rent	\$ _____
Rates (including regional council rates)	\$ _____	Repairs and Maintenance	\$ _____
Rent	\$ _____	Other – Please specify	\$ _____
Repairs and Maintenance	\$ _____	<b>Total</b>	\$ _____
Other – Please specify	\$ _____		

**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 or more 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 – Your time and effort in completing this form is much appreciated by the team at Bishop Toomey & Pfeifer**