

RENTAL PROPERTY ANNUAL QUESTIONNAIRE

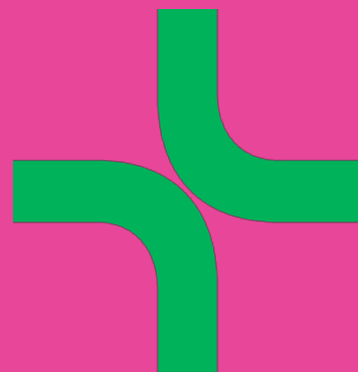
Annual questionnaires are incredibly important because they provide us with the essential information we need to complete your financial accounts and ensure that all your tax obligations are met. Through them we are also able to gain a better understanding of your financial affairs and insight into how this could be improved.

Please take the time to complete the questionnaire(s) that apply to you. You may be required to complete more than one type of questionnaire depending on the entities that are applicable to you. For example, if you own more than one rental property you will need to complete one questionnaire for each of the rental properties that you own.

If you are unsure of the questionnaire that applies to you, or how many questionnaires you are required to complete, please contact us on 09 309 7851.

The completed questionnaire(s) and any supporting information should be:

Posted to: PO Box 113150, Newmarket, Auckland 1149, or



Name:

Year Ended: 31 March 2016

Address of the Property:

Rental Summary	\$	Additional information to send :
Rental income for the year	\$	Agents summary (if applicable)
Rental expenses :		
Advertising	\$	
Agent fees	\$	
Body corporate fees	\$	
Insurance	\$	Insurance invoices
Interest on mortgage	\$	Mortgage statements
Lawns and gardening	\$	
Motor vehicle use for rent collection / maintenance	\$	Distance in kms
Rates	\$	
Repairs and Maintenance	\$	Invoices for amounts over \$500
Other :	\$	
Other :	\$	
Other :	\$	

- | | Yes? | Information to send : |
|--|--------------------------|--|
| 1. Number of months of the year that the property was available to be rented? | | 1 2 3 4 5 6 7 8 9 10 11 12 months
(circle one) |
| 2. Do you occupy part of the rental property? | <input type="checkbox"/> | Percentage occupied: % |
| 3. Have you purchased fixed assets during the year over \$500 (GST exclusive)? | <input type="checkbox"/> | Invoices |
| 4. Was the rental property purchased or sold during the year? | <input type="checkbox"/> | Legal documentation
Settlement statement
Sale and purchase agreement
Valuation report |
| 5. Was the sale or purchase made to a related entity? | <input type="checkbox"/> | Details of the relationship |
| 6. Declaration | | |
- I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the calculation of my income from property rental activities. 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 this information. I understand your work can not 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 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.

Signature : _____