

**ROSS G MILLAR LIMITED—2013 RENTAL CHECKLIST****PLEASE COMPLETE, SIGN AND RETURN TO OUR OFFICE.**

OWNER'S NAME: .....

SIGNATURE: ..... DATE: .....

EMAIL ADDRESS: .....

**You are required to complete a separate form for each rental property owned.**

❖ Address of rental property .....

❖ Period available for rent from: ..... to: .....

If not rented all year, please state why .....

**RENTAL INCOME & EXPENSES****Rental Income Received**

\$ .....

**Rental Expenses**

❖ Accountancy Fees	\$ .....	❖ Stationery	\$ .....
❖ Mortgage Interest Paid	\$ .....	❖ Telephone and Internet	\$ .....
❖ Advertising (to rent)	\$ .....	❖ Valuation Fees	\$ .....
❖ Rates	\$ .....	❖ Management Fees	\$ .....
❖ Bank Fees	\$ .....	❖ Legal Fees	\$ .....
❖ Insurance	\$ .....	❖ Repairs & Maintenance	\$ .....

❖ Vehicle Expenses (Inspection): Distance from home ..... KM  
Numbers of trips of the year .....

Please provide a copy of your Property Management Report if your property is managed by a third party (ie Property Management Agency), or

If you managed the property yourself, please fill in the Home Office Allowance section as below.

**HOME OFFICE ALLOWANCE**

❖ If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

- Area used for Business:	..... m <sup>2</sup>
- Total Area of House & Workshop:	..... m <sup>2</sup>

❖ **Financial Details**

The purchase Price of Property - if new \$ .....

The last valuation of the property – if owned: Land \$ .....

Improvement \$ .....

Insurance \$ ..... Interest on mortgage \$ .....

Power \$ ..... Repairs &amp; Maintenance \$ .....

Rates \$ ..... Telephone Rental \$ .....

Rents (if property not owned) \$ .....

❖ If you have moved house during the year, provide date of move:

❖ Please supply a copy of your last rates notice.

## OTHER RELEVANT DOCUMENTS REQUIRED

### Transaction Records

- ❖ Bank Statements - Please supply all rental account bank statements for your full financial year. ☐
- ❖ Cash Book (if you use one) - A balanced and reconciled cashbook may be supplied. Descriptions of payments and receipts should be clear. ☐

### Financing

- ❖ Please supply all Loan and/or Mortgage Statements and/or Hire Purchase Agreements from your full financial year. ☐
- ❖ Have you raised or repaid any mortgages and/or loans in the financial period? If so, please provide details including Solicitors Settlement Statements. ☐

## FIXED ASSETS

### For Rental Property and Chattels purchased or sold during the year:

- ❖ Give details of any properties purchased or sold and supply copies of Solicitor's Settlement Statements and Sale & Purchase Agreements. ☐

**Please list all assets purchased (over \$500) or existing assets sold/disposed of during the year:**

### Cost of Chattels:

Chattels:	Price of Chattels	Date	Purchase or Disposal	
Dishwasher	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
Drapes	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
Floor Covering	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
Washing Machine	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
Oven	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>
	\$	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>

**Please write down any concerns about your business that you would like to discuss at the interview on a separate page and bring with you to the interview.**