



## RENTAL PROPERTY

### 2016 FINANCIAL YEAR CHECKLIST

FULL NAME : .....  
IRD NUMBER: .....  
ADDRESS: .....

The objective of this checklist is to ensure that we have all relevant information to complete the Financial Statements and Taxation Returns for your Rental Property.

**Please answer ALL of the questions.** If you are unsure of any of the questions or information that you need to supply then please don't hesitate to contact us.

Tick the relevant box for each question.

| RENTAL INCOME           |  | YES                      | NO                       |
|-------------------------|--|--------------------------|--------------------------|
| <b>INSURANCE CLAIM</b>  | Did you have an insurance claim on the property? This includes EQC claims.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>PROPERTY MANAGER</b> | Did you use a property manager to manage your property?<br>If yes please enclose copies of the property manager statements | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>RENT RECEIVED</b>    | Was any rent banked into a private bank account?<br>If so please complete:   | <input type="checkbox"/> | <input type="checkbox"/> |
|                         | Address of Rental Property:  | Rent Received:           |                          |
|                         | _____  | _____                    |                          |
|                         | _____  | _____                    |                          |
|                         | _____  | _____                    |                          |
|                         | _____  | _____                    |                          |
| <b>PERIOD AVAILABLE</b> | Was your property available for rental for the full year?<br>If no please list the period it wasn't available.             | <input type="checkbox"/> | <input type="checkbox"/> |
|                         | Address of Rental Property:  | Period(s) Not Available: |                          |
|                         | _____  | _____                    |                          |
|                         | _____  | _____                    |                          |
|                         | _____  | _____                    |                          |
|                         | _____  | _____                    |                          |

**RENTAL EXPENSES**

Enclosed

N/A

If you own more than one property, please clearly distinguish which property the expenses relate to.

Address of Rental Property: Rates Insurance Repairs Mortgage Interest

..... \$..... \$..... \$..... \$.....  
..... \$..... \$..... \$..... \$.....  
..... \$..... \$..... \$..... \$.....

**TERM LOAN** Term loan statement showing interest paid for the year and the loan balance as at 31 March 2016

**TELEPHONE** Telephone rental for the year (we can claim 50%): \$.....  
Toll calls relating to rental property: \$.....

**TRAVEL EXPENSES** The total kilometers travelled in your own vehicle to inspect the property/properties: .....Km

Other travel costs incurred in connection with your rental property:

Airfares \$.....

Accommodation \$.....

Taxis and other \$.....

**LEGAL EXPENSES** Did you incur any legal expenses in relation to your rental property?  
If so please include a copy of the invoices

**OTHER EXPENSES** Did you incur any other expenses in relation to your rental property?  
If so please attach full details.

**HOME OFFICE EXPENSES**

YES

NO

Do you manage your rental property using your home?

If yes, please complete the following:

Total floor area of house .....

Floor area used for business (e.g. office) .....

Home and contents Insurance \$.....

Interest paid on your home mortgage (provide statement) \$.....

Rates \$.....

Power / Heating \$.....

Repairs & Maintenance (provide breakdown) \$.....

Other \$.....

**FIXED ASSETS PURCHASED**

Please list any assets purchased during the year or any building improvements undertaken.  
You will also need to indicate if these costs were covered by your insurance company.

| Asset Description | Cost Price<br>(GST incl) | Purchase<br>Date |
|-------------------|--------------------------|------------------|
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**PROPERTIES PURCHASED SINCE LAST BALANCE DATE****YES****NO**

Please complete this section if you purchased a rental property in the last 12 months

**PROPERTY  
PURCHASE**

Did you purchase a property in the last 12 months?  
(If no, continue to next section, if yes, please fill out questions below.)

☐☐**PROPERTY  
ADDRESS**

What is the address of the property you purchased?

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**SETTLEMENT  
STATEMENT**

Have you enclosed a copy of your solicitors settlement statement?

☐☐**SALE AND  
PURCHASE**

Have you enclosed a copy of the sale and purchase agreement?

☐☐**FINANCE**

Please provide details of loans raised to finance the purchase of the new property:

Amount Borrowed      \$.....

Borrowed From      .....

Security Given      .....

Guaranteed By      .....

**VALUATION**

Can you provide details of market or government valuation?  
(If this isn't available then please provide latest rates demand.)

☐☐

| PROPERTIES SOLD SINCE LAST BALANCE DATE INCLUDING GOVERNMENT PAYOUT |   | YES                      | NO                       |
|---|---|--------------------------|--------------------------|
| <b>PROPERTY SOLD</b>  | Did you sell a rental property in the last 12 months?             | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>YEARS OWNED</b>  | If you sold a property did you own it for more than 10 years?     | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>SETTLEMENT STATEMENT</b>   | Have you enclosed a copy of your solicitors settlement statement? | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>SALE AND PURCHASE</b>  | Have you enclosed a copy of the sale and purchase agreement?      | <input type="checkbox"/> | <input type="checkbox"/> |

### OTHER ISSUES

Are there any other issues associated to your rental property that we should be made aware of:  
For example have you sold or intend to sell your rental property in the 2016 financial year.

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### Terms of Engagement – you must sign this panel.

- \* In supplying the information contained on or attached to this checklist, I am requesting that E3 Business Accountants Limited prepare financial statements from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied
- \* I understand that E3 Business Accountants Limited will prepare Special Purpose Annual Reports in accordance with the standards issued by the New Zealand Institute of Chartered Accountants
- \* I give authority for E3 Business Accountants Limited to access any/all accounts I have with Inland Revenue and to act as my tax agent
- \* I give authority to E3 Business Accountants Limited to communicate with and obtain information from my bank, finance or leasing company, the IRD or any other relevant organisation in the completion of the annual financial reports
- \* I undertake to pay all accounting fees as they fall due, either on the 20th of each month or as per the agreed terms and conditions contained within the Fixed Price and Delivery Agreement that will take precedence over payment by 20th of each month.
- \* I accept that E3 Business Accountants Limited retains the option to charge penalty interest at the rate of 2% per month for any unpaid fees outside their terms of business and charge collection costs, legal fees and any other costs that may result from payment not being made within the agreed terms of trade
- \* I accept responsibility for all judgment decisions made in respect of my taxation affairs and will not hold E3 Business Accountants Limited responsible should IRD subsequently challenge any aspects of the tax return.
- \* I understand fees for preparing my tax return and any related accounting and for all consultations are charged on the basis of the time taken to do my work and the degree of knowledge and skill of your staff members involved in the assignment

**Name:** \_\_\_\_\_ **IRD Number:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are filling in this form electronically for your signature you can:

- 1.) Copy and paste an image of your signature into the PDF (as long as your PDF software lets you)
- 2.) Contact us for a document you can sign on your phone or tablet
- 3.) Print this page, sign it, and scan and email it to us.