

Rental Questionnaire – 31 March 2009

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2009	Fax:	
		Email:	

To: Porirua Chartered Accountants Ltd

Signature _____ Date _____

Property Details	
Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____

Rental Income and Expenditure		Ü
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties		
OR		C
Please provide details of the following for each rental property. Use a separate sheet if necessary.		
Income:		
Total Rent Received	\$ _____	C
Expenses:		
Rates	\$ _____	
Insurance	\$ _____	
Repairs and Maintenance (please attach details or invoices)	\$ _____	
Mortgage Interest (attach copy of loan summary/statements from bank)	\$ _____	
Details of any other expense relating to rental property:		
_____	\$ _____	
_____	\$ _____	
Details of visits to inspect property/conduct property business:		
Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

Home Office Expenses		
<p>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:</p> <p>Business Area: _____ m²</p> <p>Total Area: _____ m²</p> <p>Power \$ _____</p> <p>Insurance (Building & Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs & Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p> <p>Cost of House and Section \$ _____</p> <p>Cost of Section \$ _____</p> <p>Construction materials: (timber, brick, etc)</p> <p>_____</p>		C
Other Details Required		
<ul style="list-style-type: none"> • Solicitors Settlement Statement • Sale and Purchase Agreement • Loan details for property purchased • A copy of the latest Rateable Valuation • A list of Chattels and their value for properties bought or sold during the year 		C C C C C

**Thank you for completing this questionnaire
Don't forget to sign it**