Rental Questionnaire – 31 March 2018

Ensure this questionnaire is completed and included with your records

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| Client Name |  | Phone: |  |
| Balance Date | 31 March 2018 | Fax: |  |
| Email: |  |

To: Armstrong Sinkinson & Associates Ltd

**Terms of Engagement**

I/we hereby instruct you to prepare our Taxation Returns for the 2018 year. I/we undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We 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 by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

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| **Name** | **IRD Number** | **Signature** | **Date** |
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| **Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in**  **New Zealand; or lives in Australia and is a director of a company incorporated in Australia:** | | | | |
| **Director** | **Date of birth** | **City / Town of birth** | **Country of birth** | **Current residential address** |
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| **Property Details** |  |
| Please provide us with the addresses of any rental properties you have. Address: Address: Address: | If a property was not rented for a full 12 months, please provide details of why it was vacant. |

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| **Rental Income and Expenditure** |  |
| Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties  **OR**  Please provide details of the following for each rental property. Use a separate sheet if necessary.  **Income:**  Total Rent Received $  **Expenses:**  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 $  Details of any other expense relating to rental property:  $  $ Details of visits to inspect property/conduct property business:  Date Details Kilometres |    |

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| **Home Office Expenses** (if applicable) | | |  |
| 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:  Area used for Business: m²  Total Area of House & Workshop: m² Power $  Insurance (Building & Contents) $  Interest (House Mortgage) $ Rates (including regional council rates) $ Repairs and maintenance $  Other $  **Total $**  Cost of House and Section $  Cost of Section $ Construction materials: (timber, brick, etc) | | |  |
| **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. |  |  | |
| **Mixed Use Holiday Home** | | |  |
| Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? | | |  |

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| Yes  No   If yes, provide details of property:  Was the property empty for 62 days 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)  Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):  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) : |    |

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| **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  |  |
| If Yes, provide details: |  |
| Description: |  |
| Market value: $ |  |
| Was the asset unused for 62 days in the income year? Yes  No  |  |
| If yes, please complete the following section so we can determine the amount of allowable deductions. |  |
| **Mixed Use Boat or Plane – Information Required** |  |
| The number of days the asset was **unused** 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 |  |
| For non-associated persons where payment received is at least 80% of market value: |  |
| Number of days the asset was used: |  |
| Income received: $ |  |
| Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required): |  |
| Cost of advertising for hireage $ |  |
| Cost of repairing damages caused by hireage $ |  |
| Operating costs / supplies $ |  |
| Insurance $ |  |
| Repairs/maintenance for general wear and tear $ |  |
| Other (please give details) |  |
| **Other Details Required** (if applicable) |  |
| * Solicitors Settlement Statement |  |
| * Sale and Purchase Agreement |  |
| * Loan details for property purchased |  |
| * A copy of the latest Rateable Valuation |  |
| * A list of chattels with their dates and value for properties bought or sold during the year |  |

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