



Annual Questionnaire – Rental

For the financial year:

CLIENT NAME: **SIGNATURE:**

The following list contains all the relevant information that will allow us to use your information to finalise the tax accounts. Please answer ALL the questions. Where lists of information are required please compile separate schedules.

Tick the relevant box if the information is enclosed or "N/A" if the schedule is not required. **By providing this information, we will be able to efficiently prepare your end of year taxation accounts and returns. If you are not sure of any of the information required, please contact us.**

Property Details
Address(es):
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Period of Rental:

Computerised Accounts and Non Computerised Accounts	Enclosed	N/A
Computerised System: Copy of the bank reconciliation report plus the final bank statement from the year showing the balance at year end.	<input type="checkbox"/>	<input type="checkbox"/>
Manual Cashbook (Non Computerised System): Cashbook including a bank reconciliation plus a copy of the final bank statement for the year showing the balance at year end.	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statements (Non Computerised System): Copies of all bank statements for the year plus deposit and cheque butts. Please also include the first month of the new financial year with the source data.	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: If you don't keep a separate bank account we will need a summary of all property income and expenses.		

Please provide the following:	Enclosed	N/A
Accounts Receivable List of amounts owing to you or if you use a computerized system simply print a copy of the Debtors Aged Trial Balance and attach schedule. Details of bad debts for the year (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Property Details of any property/properties bought or sold during the year including cost, sale price, date, description, etc. Copy of legal settlement statements and sale/purchase agreements.	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Assets Provide details of all assets purchased and sold including property (greater than %500). If any of the assets were financed by hire purchase, please provide a copy of the relevant loan agreement.	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Payable List of amounts you owe or if you use a computerized system simply print a copy of the Creditors Aged Trial Balance and attach schedule.	<input type="checkbox"/>	<input type="checkbox"/>



Please provide the following:	Enclosed	N/A
GST (if you are GST registered) Copies of all GST returns completed in the financial year, and include copies of you calculations for each return.	<input type="checkbox"/>	<input type="checkbox"/>
Loans Full details of any amounts drawn down or repaid during the year, plus all bank loan summaries for the financial year.	<input type="checkbox"/>	<input type="checkbox"/>
Hire Purchase Agreements Please provide details of Hire Purchase Agreements, including closing loan balances, interest rate and details of securities in place (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>

INCOME AND EXPENSES	Enclosed	N/A
Property Manager Copies of the property manager settlements for the year if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Rental Income Details of any rent banked into a private bank account.	<input type="checkbox"/>	<input type="checkbox"/>
Expenses paid personally Details of expenses paid privately (i.e. paid out of a non-business bank account or from a personal credit card). Please provide invoices.	<input type="checkbox"/>	<input type="checkbox"/>
Home office expenses If part of your home is used for business purposes, please provide details of expenses incurred at home (area of office, rates, insurance, power, etc).	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicle expenses Details of business related versus personal. Please provide log book or mileage details, including date, distance and purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Legal fees Details of any legal fees associated with the rental property.	<input type="checkbox"/>	<input type="checkbox"/>

INCOME AND EXPENSES	Enclosed	N/A
Tenancy Details if there was any extended period of vacancy during the year.	<input type="checkbox"/>	<input type="checkbox"/>
Relative Details if your property/properties were occupied by either yourself or a relative during the year.	<input type="checkbox"/>	<input type="checkbox"/>
Bonds Please provide details of any bonds held	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a copy of the accounts to be forwarded to a third party? If Yes , please provide details:	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS:

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