

2016 RENTAL QUESTIONNAIRE

NAME OF CLIENT

BALANCE DATE: 31 March 2016

INFORMATION AND RECORDS REQUIRED TO COMPLETE YOUR RENTAL ACCOUNTS AND TAX RETURNS

Annual questionnaires are incredibly important because they provide us with the essential information to complete your financial accounts and ensure that all your tax obligations are met.

Please take time to complete the questionnaire(s). You may be required to complete more than one type of questionnaire depending on the entities that are applicable to you.

Please provide us with either:

SUPPLIED

N/A

A. Bank Statements or CSV File of Bank Accounts for the income year 1 April 2015 to 31 March 2016 with rental income and expenses coded (where not obvious)

☐
☐

If CSV file provided please also include a copy of bank statements as at 31 March 2016

OR

B. Receipts for expenses for the income year together with a total figure for rent received.

☐
☐

(The expenses should be grouped into different categories as shown below)

AND

C. Loan Statements

☐
☐

LIST OF EXPENSES

Please check to ensure that all valid expenses are being claimed

Rates

☐
☐

Insurance - House

☐
☐

Insurance - Contents

If furnished

☐
☐

Insurance - Mortgage

If you have insurance to cover

☐
☐

Water Charges

Portion paid by landlord

☐
☐

Security Costs

☐
☐

Advertising Costs

☐
☐

Phone Connection

Home phone line rental

☐
☐

Repairs & Maintenance

Copies of invoices if over \$500

☐
☐

Motor Vehicle Expenses

Km's to inspect property/repairs

☐
☐

Body Corporate Costs

☐
☐

Leasehold Costs

☐
☐

Legal Fees

Please supply invoices

☐
☐

Rental Manager fees

Please provide Rental Statements

☐
☐

Mortgage Interest

Only interest - NOT principal

☐
☐

Is this the first year of the rental Property? If so please provide the following:

Solicitors Settlement Statement (in full)

Chattels valuation if obtained

USE OF HOME AS OFFICE CLAIM

If Home office is not claimed through another business that you own and the property is not managed by a property manager, please provide:

The annual total of the following expenses for your own home:

Power and Gas \$

Rates \$

Insurance (Home & Contents) \$

Repairs & Maintenance \$

Interest (on Mortgage)/or Ren \$

Body Corporate Fees \$

Water Rates \$

Note: if you have supplied details of your house and the area used for business purposes to Ryan Accounting Ltd in prior years, and the details have not changed, you do not need to supply the following information:

The total floor area of the house is: (including garaging) m2

The total floor area used for business purposes is: m2

BUSINESS AND PRIVATE USE OF HOLIDAY HOME

Is your Rental Property a Holiday Home which is also used by you and your family? Yes/No
If yes please provide the following information:

Available for rent, but not occupied _____ days

Rented to third parties for full market rental _____ days

Rented to third parties for less than 80% of market rental _____ days

Occupied by family members (even if rent was paid) _____ days

Total _____ **days**

IMPORTANT: If any part of this document is not completed we will assume that the required figure is nil or this question does not apply to your business.

Name of Client:

TERMS OF AGREEMENT

Ryan Accounting Limited will compile your financial statements and tax returns, in accordance with the standards applicable to the compilation engagement from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information.

Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services cannot be relied upon to detect any fraud or error in the organisation.

It is understood and agreed that:

You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all the relevant records and information. The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.

If you have any questions please discuss these with us before signing this questionnaire.

TERMS OF SERVICE

We agree to the terms above and confirm that the information supplied above is accurate and complete in all respects.

We hereby authorise Ryan Accounting Ltd to seek any information or records they may require for the purpose of preparing our financial statements and Income Tax Returns from any third party and we hereby also authorise any such third party to provide you with the information required.

SIGNED

Date

PRINT NAME

