

2016 LTC RENTAL PROPERTY QUESTIONNAIRE

NAME OF CLIENT.....

INFORMATION AND RECORDS REQUIRED TO COMPLETE ANNUAL 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.

	SUPPLIED	N/A	
1. BANK STATEMENTS or CSV FILE OF BANK ACCOUNTS			
For the income year 1 April 2015 to 31 March 2016 for all business accounts	<input type="checkbox"/>	<input type="checkbox"/>	
If CSV file provided please also include copy of bank statements as at 31 March 2016			
2. RENTAL STATEMENTS FROM RENTAL MANAGEMENT COMPANY			
Please provide the statements from 1 April 2015 to 31 March 2016	<input type="checkbox"/>	<input type="checkbox"/>	
3. LOANS			
a) Loan statement at 31 March 2016, showing interest/principal split for the year	<input type="checkbox"/>	<input type="checkbox"/>	
b) If the loan is guaranteed by the shareholders, please provide the market value of any other property that the guarantee may be enforced on. Eg. Family home			
\$..... Market value			
THIS IS REQUIRED FOR THE OWNERS BASED CALCULATION REQUIRED BY THE IRD FOR ALL LTC'S			
4. VEHICLE EXPENSES			
Did you use your own vehicle in the course of renting out your property?	<input type="checkbox"/>	<input type="checkbox"/>	
eg. Travelling to inspect the property or to do some repairs			
Km's travelled			
5. LEGAL			
Solicitors statements for all business transactions, e.g. Sale and Purchase Agreement, Statement of Account, Fee Invoice	<input type="checkbox"/>	<input type="checkbox"/>	
6. REPAIRS & MAINTENANCE OVER \$500			
Please supply copies of any invoices relating to repairs & maintenance where the invoice is over \$500	<input type="checkbox"/>	<input type="checkbox"/>	
7. FIXED ASSETS			
1. Please supply full details of purchases greater than \$500 and copy of invoice.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Please advise if any assets need to be sold/written off/disposed of (refer last years Fixed Asset Schedule)			
Asset - Description	Circle	Amount	Date
.....	Purchased/Sold/ Write Off
.....	Purchased/Sold/ Write Off
.....	Purchased/Sold/ Write Off

8. HOME OFFICE/STORAGE AREA

If you have an area set aside principally for business purposes, please provide details of the following expenses:
(If not claimed through another business that you own, and only if the property is not managed by a property manager)
PLEASE NOTE THAT THIS SECTION MUST BE COMPLETED EACH YEAR.

Power & Gas	\$.....	Interest Paid(Mortgage)	\$.....
Water Charges	\$.....	Rates	\$.....
House Insurance (Home & Contents)	\$.....	Repairs	\$.....
Rent Paid	\$.....	Telephone (rental portion only)	\$.....

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

9. EXPENSES PAID PRIVATELY

Please supply details of any out of pocket expenses which have not been reimbursed by the business.
Paid personally/cash/credit card. Please supply a list and summary of these if applicable.

☐ ☐

10. PROPERTY UNAVAILABLE TO RENT

Was the property unavailable to rent at any stage during the year? Eg. The property was being renovated or used by family. Please include dates and reason unavailable.

☐ ☐

11. MORTGAGE REPAYMENT INSURANCE

Please provide details on any mortgage repayment insurance that you have, as this is deductible

☐ ☐

NOTE: Please check the list of expenses on following page to ensure that all valid expenses are being claimed

LIST OF EXPENSES**SUPPLIED****N/A**

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:**

Chattels valuation if obtained

☐☐

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 ENGAGEMENT

Ryan Accounting Ltd will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, 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 can not be relied upon to detect any fraud or error in the organisation.

- a) You will provide us with accurate and complete information necessary to compile such statements and you 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.
- b) You understand that the financial statements will be prepared at your request and for your purposes only and that we will not be liable for any losses, claims or demands by any third person.
- c) If not all of the receipts, invoices or vouchers are supplied to us we will assume that all receipts are held by you at the time of preparation of your Financial Accounts.

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.

TERMS TO SERVICE

- 1. We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects.
- 2. We hereby authorise Ryan Accounting Ltd to seek any additional 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.....

For and behalf of:

Print Name:.....

Print capacity.....

Director

DATE.....