

# Client Questionnaire – Rental

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		IRD Number:	
		Email:	

To: Naylor Lawrence & Associates

## **Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the current financial 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. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

<b>Property Details</b>	
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. _____ _____

<b>Rental Income and Expenditure</b>		✓
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties <b>OR</b> Please provide details of the following for each rental property. Use a separate sheet if necessary.		<input type="checkbox"/>
<b>Income:</b> Total Rent Received                   \$ _____		<input type="checkbox"/>
<b>Expenses:</b>		
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
_____	_____	_____
_____	_____	_____

<b>Residential Land Withholding Tax</b>	
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 purchase documents.	<input type="checkbox"/>
<b>Residential Property Sales</b>	
Have you sold any residential property during the year (not otherwise detailed on the information provided)?	<input type="checkbox"/>
If yes, when was the property purchased? _____	
If it was purchased with 5 years of the sale date,	
• what was the original purchase price \$ _____	
and the sale price? \$ _____	
<b>Mixed Use Holiday Home</b>	
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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) : \_\_\_\_\_

**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: \_\_\_\_\_ m<sup>2</sup>

Total Area of House & Workshop: \_\_\_\_\_ m<sup>2</sup>

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) \_\_\_\_\_

Other Details Required (if applicable)	
<ul style="list-style-type: none"><li data-bbox="161 215 549 241">• Solicitors Settlement Statement</li><li data-bbox="161 271 539 297">• Sale and Purchase Agreement</li><li data-bbox="161 327 592 353">• Loan details for property purchased</li><li data-bbox="161 383 628 409">• A copy of the latest Rateable Valuation</li><li data-bbox="161 439 1134 465">• A list of chattels with their dates and value for properties bought or sold during the year</li></ul>	<input data-bbox="1410 219 1439 246" type="checkbox"/> <input data-bbox="1410 275 1439 302" type="checkbox"/> <input data-bbox="1410 331 1439 358" type="checkbox"/> <input data-bbox="1410 387 1439 414" type="checkbox"/> <input data-bbox="1410 443 1439 470" type="checkbox"/>

**Thank you for completing this questionnaire**  
**Please remember to sign on the front page**