

Rental Questionnaire – 2020

Ensure this questionnaire is completed and included with your records

| | | | |
|--------------|--|--------|--|
| Client Name | | Phone: | |
| Balance Date | | Fax: | |
| | | Email: | |

To: Shore Chartered Accountants Limited

Terms of Engagement

I/We hereby instruct you and staff/contractors as applicable to prepare our Taxation Returns for the 2020 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.

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.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

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.

| Name | IRD Number | Signature | Date |
|------|------------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| 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. _____ _____ |

| 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. | | <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | | | |
| 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: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;">Date</th> <th style="text-align: left; width: 60%;">Details</th> <th style="text-align: left; width: 30%;">Kilometres</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | | Date | Details | Kilometres | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| Date | Details | Kilometres | | | | | | | | | | | | |
| _____ | _____ | _____ | | | | | | | | | | | | |
| _____ | _____ | _____ | | | | | | | | | | | | |
| _____ | _____ | _____ | | | | | | | | | | | | |
| 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: | | <input type="checkbox"/> | | | | | | | | | | | | |
| Area used for Business: _____ m ² | | | | | | | | | | | | | | |
| Total Area of House & Workshop: _____ m ² | | | | | | | | | | | | | | |
| 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. | <input type="checkbox"/> | | | | | | | | | | | | | |

Residential Property Sales

Have you sold any residential property during the year (not otherwise detailed on the information provided)? ☐

If yes, when was the property purchased? _____

| | |
|--|----|
| If it was purchased with 5 years of the sale date, | \$ |
|--|----|

- | | |
|---|-------|
| <ul style="list-style-type: none"> • what was the original purchase price • and the sale price? | _____ |
|---|-------|

| | |
|-------------------------------|--|
| 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? ☐

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) :

| | |
|---|--|
| Other Details Required (if applicable) | |
|---|--|

- | | |
|---|--------------------------|
| • Solicitors Settlement Statement | <input type="checkbox"/> |
| • Sale and Purchase Agreement | <input type="checkbox"/> |
| • Loan details for property purchased | <input type="checkbox"/> |
| • A copy of the latest Rateable Valuation | <input type="checkbox"/> |
| • Any notifications provided to IRD of residential property held on revenue account (taxable on sale) | <input type="checkbox"/> |
| • A list of chattels with their dates and value for properties bought or sold during the year | <input type="checkbox"/> |