

Your Full Name: _____

Financial Year Ending: 31st March 2017 IRD Number: _____

Are you GST Registered? (Tick one) Yes No

The objective of this checklist is to ensure that we have all relevant information to complete the financial statements and tax returns for your rental property.

Please answer ALL of the questions.

If you have a holiday home, please refer to the **Business and Trust Checklist** instead of this form (found on the same web page as you found this checklist).

If you are unsure of any of the questions or information that you need to supply then please give me a call or send an email to jamie@e3accountants.co.nz.

1. Cashbook in Manual or Computerised Format

The cashbook is the basis of your calculations, and may be in manual format or email attachments etc. your computer records.

What format is your cashbook in?

- Manual** → I have emailed a copy of the manual cashbook (tick)
- Computer** → How will you provide your information to us?
- Cloud (Internet) Based Accounting Program? (See note 1)
 - An email of General Ledger and Trial Balance? (tick)
 - A back-up file (via disc or email)? (See Note 2) (tick)
 - File user name and password (if applicable)

→ Brand and exact version of the software used:

Brand: _____ Version: _____

Note 1:

If you use a cloud based program (such as Xero, Online Quickbooks, Live Accounts (MYOB) or Account Right Live (MYOB)):

- You will need to ensure we can access your cloud accounting
 - o Please ensure you have invited us as your advisor or provide us with login details.(Contact us if you are unsure how to invite us into your system.)
- On the page where you downloaded this checklist we have provided links to help sections for the main cloud platforms to attach documents and statements.

Note 2:

Emailed zip files are acceptable but only provide *part* of the required information. Your work *cannot* be started until this *entire* checklist is completed, signed and returned to us.

2. Credit Card Statements and Bank Statements

No matter what format your information is in we still require an relevant credit card and bank statements that cover the period 1 April 2016 to 31 March 2017. (Please include any statements that overlap these dates.)

- Yes** → I have included all relevant credit card statements and bank statements

Income from Rental Property

3. Rent Received

Was any rent banked into a private bank account?

- No** → Go to next numbered section heading
- Yes** → Please complete the following:

Address of rental property:	Rent Received:
_____	\$ _____
_____	\$ _____
_____	\$ _____

4. Property Manager

Did you use a property manager to manage your property?

- No** → Go to next numbered section heading
- Yes** → Please enclose copies of the property manager statements or their contact details **Included**

5. Availability

Was your property available for rental for the full year?

- Yes** → Go to next numbered section heading
- No** → Please complete the following:

Address of rental property:	Date(s) unavailable:
_____	_____
_____	_____

Reasons for unavailability (eg: repairs being made, living in property yourself etc.)

6. Insurance Claim(s)

A: Did you make any insurance claim or receive any insurance payout(s) on the property from 1st April 2016 to 31 March 2017? (This includes any EQC claims.)

- No** → Go to B
- Yes** → Please provide brief details or attach a relevant summary **Included**

B: Did you undertake any repair work relating to an insurance payout, including replacement of assets?

- No** → Go to next numbered section heading
- Yes** → Please provide details

Rental Expenses

7. Basic Expenses

If you have more than one property please clearly distinguish which property the expenses relate to.

Address of rental property	Rates	Insurance	Repairs	Mortgage Interest
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____

8. Term Loan

Do you have a term loan relating to your rental property?

- No** → Go to next numbered section heading
- Yes** → Please attach a term loan statement showing interest paid for the year and the loan balance as at 31 March 2017. **Included**

9. Travel Expenses

- How many kilometres did you travel to inspect your property/properties? _____ kms
- Other travel costs incurred in connection with your rental property/properties:
 - Airfares: \$ _____
 - Accommodation: \$ _____
 - Taxis and other: \$ _____

10. Legal Expenses

Did you incur any legal expenses in relation to your rental property?

- No** → Go to next numbered section heading
- Yes** → Please attach copies for all legal expense invoices **Included**

11. Other Expenses

Did you incur any other expenses in relation to your rental property?

- No** → Go to next numbered section heading
- Yes** → Please attach copies of all invoices **Included**

12.Home Office Expenses

Have you already provided details of your home office expenses on another checklist (eg: a company or trust checklist)?

- Yes** → Go to next orange section heading
- No** → Please complete the following: **Completed**
- Total floor area of home (in square metres): _____
- Floor area used for business (in square metres): _____
- House and contents insurance: \$ _____
- Interest Paid on Personal Home Mortgages: \$ _____
- Annual Rates (both land and water): \$ _____
- Repairs and Maintenance (attach breakdown): \$ _____
- Other House Expenses (specify): \$ _____
- Telephone Rental (including Internet): \$ _____
- Business Toll Calls: \$ _____
- Power / Heating: \$ _____
- Rent Paid (if you pay rent for your residence): \$ _____

Fixed Assets

A. Did you purchase any asset during the year for your property or make any building improvement?
(A building improvement is not just a repair, but rather an upgrade, eg: wooden fence to brick fence, room added on, gravel driveway to asphalt etc.)

- No** → Go to B
- Yes** → Please complete the following: **Completed**

Asset or Improvement Description	Cost (incl. GST)	Purchase Date

B. Did you sell or scrap any asset during the year for your property (e.g.: oven, microwave etc.)?

- No** → Go to next section heading
- Yes** → Please complete the following: **Completed**

Asset Sold or Scrapped	Cost (incl. GST)	Sold (inc. GST)	Disposal Date

Properties Purchased

Did you purchase a rental property between 1st April 2016 and 31st March 2017?

- No** → Go to next orange section heading
- Yes** → Please complete the following: **Completed**
- 1.) What is the address of the purchased property?

- 2.) Please provide a copy of your solicitors settlement statement **Included**
- 3.) Please enclose a copy of the sale and purchase agreement **Included**
- 4.) Is it subject to an insurance claim? (Tick one) **Yes** **No**

A: Can you provide details of the market or government valuation?

- No** → Please attach the latest rates demand **Included**
- Yes** → Please attach a copy of the valuation **Included**

B: Please provide the following details of loans raised to finance the purchase of the new property:

1. Amount borrowed: _____
2. Borrowed from: _____
3. Security given: _____
4. Guaranteed by: _____

Properties Sold

Did you sell a rental property between 1st April 2016 and 31st March 2017?

- No** → Go to next orange section heading
- Yes** → Please complete the following: **Completed**
- 1.) What was the original purchase date? _____
- 2.) Please provide a copy of your solicitors settlement statement **Included**
- 3.) Please enclose a copy of the sale and purchase agreement **Included**

Other Issues

Inland Revenue no longer issues refund cheques. In case of a refund, what bank account number would you like it sent to?

Are there any other issues associated to your rental property that we should be made aware of?
(For example have you sold or intend to sell your rental property in the next 12 months?)

- No** → Go to the 'Final Note'
- Yes** → Please give a brief summary below:

Final Note

Please attach any queries or questions you need answering, or if you need to bring any activity or transaction that you think this questionnaire has not covered and you feel is relevant.

Good luck and we all hope you had a good year for your rental properties.

Jamie Tulloch

Managing Director

P.S. Although you will have already signed a general Client Engagement Agreement, the Terms of Engagement below are specific to the accounting work for the 2017 financial year.

Terms of Engagement - you must sign this panel.

- ◆ In supplying the information contained on or attached to this checklist, I am requesting that E3 Business Accountants Limited prepare financial statements from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied.
- ◆ I understand that E3 Business Accountants Limited will prepare Special Purpose Annual Reports in accordance with the standards issued by the New Zealand Institute of Chartered Accountants.
- ◆ I give authority for E3 Business Accountants Limited to access any/all accounts I have with Inland Revenue and to act as my tax agent.
- ◆ I give authority to E3 Business Accountants Limited to communicate with and obtain information from my bank, finance or leasing company, the IRD or any other relevant organisation in the completion of the annual financial reports
- ◆ I undertake to pay all accounting fees as they fall due, either on the 20th of each month or as per the agreed terms and conditions contained within the Fixed Price and Delivery Agreement that will take precedence over payment by 20th of each month.
- ◆ I accept that E3 Business Accountants Limited retains the option to charge penalty interest at the rate of 2% per month for any unpaid fees outside their terms of business and charge collection costs, legal fees and any other costs that may result from payment not being made within the agreed terms of trade.
- ◆ I accept responsibility for all judgement decisions made in respect of my taxation affairs and will not hold E3 Business Accountants Limited responsible should IRD subsequently challenge any aspects of the tax return.
- ◆ I understand fees for preparing my tax return and any related accounting and for all consultations are charged on the basis of the time taken to do my work and the degree of knowledge and skill of your staff members involved in the assignment

Full Name: _____

Client Signature: _____ **Date:** _____

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- Copy and paste an image of your signature into this PDF (as long as your software allows you to)
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