

# Rental Property Information Questionnaire for LTCs, Individuals, Partnerships and Trusts Terms of Engagement

**Client Name:**

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**Contact Numbers:**

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**E-mail:**

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**Financial Year Ended:**

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We appreciate the opportunity to work with you and this Agreement confirms the terms of our appointment to provide accounting and tax advice, including compilation of financial statements (if required), annual income tax return and payment of tax for you and your related entities, if any.

The attached Information Questionnaire must be completed as a requirement of the Chartered Accountants Australia and New Zealand and is used by us to obtain all relevant information and to assist us to prepare the Financial Statements and Tax Return(s). It is your responsibility to ensure the accuracy and completeness of the information as well as checking the final Returns for reasonableness and correctness.

It is important to understand that it is not our responsibility to detect error or fraud and that our work has been undertaken only for you. We are not responsible for any loss or claim by any third party.

Our fees are based on the time involved and invoices issued are payable by the 20th of the month following the date of invoice. Although the invoice may not be addressed to you personally this agreement confirms your acceptance of personal liability for the charges for work you have asked us to undertake.

Privacy Act restrictions mean that we cannot obtain information sometimes necessary to prepare your Financial Statements and Tax Return from your Bank or any other third party without your authority. If you do not wish us to have this authority please delete the following (authority granted).

You also give us authority to add you, and any associated entities (if required), to our tax agency list with Inland Revenue for all tax types. This enables us to obtain information as required from Inland Revenue by phone, fax, email or via the internet. It will also allow us to check assessments and statements. The time checking assessments and statements and, if necessary, correcting IRD errors will be invoiced to you.

If you are in agreement with the terms of engagement as outlined above please sign below.

Yours sincerely  
**Deloitte Private**  
**P O Box 1990**  
**Wellington**

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*Signed*

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*Dated*

# Information Required to Prepare your Income Tax Return

If you operated a RENTAL PROPERTY during the year please complete the following:  
(not required if you have provided a reconciled cashbook or the bank statements)

**1. Address of property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Rental income:**

Period rented \_\_\_\_\_

Or:

Full year?

YES	NO
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*(Cross out one)*

From: \_\_\_\_\_

To: \_\_\_\_\_

Total rent received: \$ \_\_\_\_\_

**3. Expenses**

Advertising:	\$ _____
Body Corporate Levies:	\$ _____
Cleaning:	\$ _____
Gardening and Rubbish Collection:	\$ _____
Home Office Claims: (only if three or more properties owned)	\$ _____
Insurance:	\$ _____
Interest Paid on Mortgage:	\$ _____
(Attach copies of Term Loan Statements showing interest and principal breakdown and closing balance)	\$ _____
Legal Fees:	\$ _____
Property Management Fees:	\$ _____
Rates:	\$ _____
Repairs and Maintenance:	\$ _____
Telephone: (based on percentage of use relating to rental property issues)	\$ _____
Travel: (Vehicle mileage, a logbook must be kept)	\$ _____
Valuation Fees:	\$ _____
Any other expenses:	\$ _____

4. If owned by an LTC please also enclose copies of bank statements and loan information including your loan statements for the year.

Are the loans guaranteed by you personally or your Family Trust?

YES	NO
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(Cross out one)

5. If first year of ownership, please provide:

Date purchased: \_\_\_/\_\_\_/\_\_\_\_\_

Settlement Statements

Copy of Sale and Purchase Agreement

Valuations (incl. Chattels Valuation if applicable)

Copy of Rates Demand

6. If property sold during year:

Date sold: \_\_\_/\_\_\_/\_\_\_\_\_

Sale price:

\$ \_\_\_\_\_

Please also provide copies of settlement statements and a copy of the Sale and Purchase Agreement.

7. Would you like to speak to one of our consultants about using Xero to track your rental properties?

YES	NO
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(Cross out one)