

## RESIDENTIAL RENTAL INFORMATION CHECKLIST

**NAME:** \_\_\_\_\_

**BALANCE DATE:** \_\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_

We would appreciate it if you could complete this checklist as fully as possible. Some items will not be applicable to you, but we prefer that you give us more information than we need to enable us to complete your financial statements as quickly as possible. **If you have multiple rental properties, please complete a separate checklist for each property.**

We are only a phone call away – please do not hesitate in contacting us with any queries you may have about this form – 06 8730477.

Purchase Price / Sale Price (if in the financial year) \_\_\_\_\_

**Income received:**

Rent Received \$ \_\_\_\_\_ No. of weeks tenanted: \_\_\_\_\_

**Expenses paid:**

Agent / Property Manager Fees \$ \_\_\_\_\_ Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_ Other Expenses \$ \_\_\_\_\_  
(Please list)

Interest  
 01/04/21 – 30/09/21 \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 01/10/21 – 31/03/22 \$ \_\_\_\_\_ \$ \_\_\_\_\_

Land Lease \$ \_\_\_\_\_ \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_ Vehicle Travel \_\_\_\_\_ KM  
 (Please attach invoices if over \$1000) (Checking Rental Property)

**Accounting Records Required**

- Rental income statements if managed by a property manager
- Legal Settlement Documents relating to the sale and purchase of properties, and all legal invoices
- Do you receive any investment income – this includes interest, dividends, and all shares and rebates received from Farmlands, Ravensdown and Ballance, etc? **If YES, please supply details.**
- Income Protection Insurance – **please provide the annual tax statement provided by your insurer.**
- Do you receive Working for Families Tax Credits? If so, do you receive any financial assistance from friends or family for day to day living expenses as we will need details? We will also need details of PIE income for both you and your children, plus children’s interest and dividends received.
- Do you or any of your family have a student loan?
- Did you make any charitable donations during the year? Inland Revenue do not process your donation rebate until your tax return is filed. **If you require us to complete and file this form, please supply all donation receipts.**

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies, including ACC (for ACC levy purposes), to obtain such information as you require to complete the above assignment and future financial statements and income tax returns.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_