

Rental Property or Rental Business Checklist

If you have more than one rental property, please complete a separate checklist for each. On completion, please sign the declaration on Page 2.

Address of Property

Are rents received for; C R B
 commercial (C) or residential property (R) or both (B)? Please tick

Where property is multipurpose i.e.: home and rental, please provide floor area apportionment or valuation showing the apportioned values. Total Area (including home) _____m2.
 Rental Accommodation Area _____m2.

Total Rent Received \$..... from _____ to _____
 i.e. 1 April 20.... to 31 March 20....

Number of kilometers driven to service or inspect property.	Total Kms _____		
Interest paid – please provide copy of loan statements that itemise Total interest paid.	\$ _____		
Insurance premiums. (Landlord, Contents, House) provide invoices	\$ _____		
Legal expenses – provide invoices.	\$ _____		
Advertising – provide invoices.	\$ _____		
Power – provide invoices.	\$ _____		
Rates - provide copy of latest rate demand showing the property valuation.	\$ _____		
Repairs & Maintenance Total : please itemise separately on Page 2	\$ _____		
Do you use a property manager? If yes, please provide end of year report. Please tick	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
Are you registered for GST? If yes, supply copies of GST returns. Please tick.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
Number of weeks the property has been let or available for let?	_____ Weeks		

Have you purchased or sold a property this year? If yes, please provide:

- Copy of sale and purchase agreement
- Copy of solicitors' settlement statement and copy of sale/purchase agreement.
- Latest ratable or other formal valuation (if available)

Repairs & Maintenance – Please list each item:

-
-
-
-

Yes **No**

Please upload these using the document upload function on the Tax Time/IRD Checklists page on the website.

\$

If you expect significant changes to your next year's taxable income, please provide details.

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Declaration

I instruct Harrington Mason Chartered Accountants to prepare my financial statements and tax return for the financial year as indicated above.

I consent to these financial statements being prepared as 'Special Purpose' financial statements if deemed appropriate by Harrington Mason Chartered Accountants.

I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in an opinion by you on the tax return summaries.

I authorise you to communicate with the appropriate Bankers, Solicitor, Finance companies, Inland Revenue Department and other persons or organisations to obtain further information as you may require to carry out the above engagement.

I undertake to review the completed return and advise any errors or omissions.

I consent to the release of information from Harrington Mason Chartered Accountants to the Chartered Accountants ANZ for the purpose of their reviews of your personal standards.

I understand that payment of my invoice is due 7 days following the invoice being received.

Signature:

Date:.....