

NAME:

**Questionnaire for RESIDENTIAL RENTAL PROPERTY & INVESTMENTS
for the Year Ended 2011**

Please answer all questions, then sign the terms of engagement and authority at the back, and telephone Mandy on 07 834 4046 to arrange a 15 minute appointment to drop off the records.

We are unable to commence work until we have received this questionnaire completed, signed and with full supporting information.

It is important that the information you supply us with is accurate and complete because it will be used for tax purposes. If you have any queries, please don't hesitate to contact us.

Thank you

Actions required from you

Please complete the questionnaire and provide the information below:

-
- Check Contact details are correct (page 2)
- Copy of Financial Statements to bank (page 2)
- Provided all tax return information (page 2)
- Rental Cashbook/bank statements/computerised system & source records (page 3)
- Expenses for rental property provided (pages 3-4)
- A copy of the rates invoice
- Home office information (page 4)
- Vehicle mileage (page 4)
- Private occupancy/vacancy details (page 5)
- Bond received and paid (page 5)
- Mortgage and Loan agreements and statements (page 6)
- Asset purchases and sales/trade ins (page 6)
- Signed the Terms of Engagement, indemnity and general authority (page 8)**
- Other _____

Comments:

1. Contact details

Please check your contact details and complete if they are not listed.

Phone Number:

Mobile number:

Fax Number:

Email address:

Tick box to receive newsletters by email

Copy Financial Statements to Bank

If you would like us to forward a copy of your financial statements to a third party, for example your bank please provide details below:

2. Tax Information Required

Please provide the following:

- Certificates for interest and dividends received
- Overseas Income (earned as a NZ resident taxpayer)
- Other Income and other relevant information
- Income protection insurance statement
- LAQC losses other than from a company for which we are prepare accounts
- Share Trading – if you have been dealing in shares or purchased shares for the purpose of selling at a profit, please advise full details

Overseas Investments

- List overseas investments including date purchased & cost below
- Provide copy of documents/invoices showing investment purchases if available
- Provide dividend and interest certificates

<i>Name</i>	<i>Type</i>	<i>No.</i>	<i>Date Purchased</i>	<i>Purchase Price</i>

3. Rental Property Information Required

Computerised System

- Backup of computerised accounting records
- Print out of trial balance and general ledger

This information can be sent by disc or as an email attachment. Before sending please check the data to see that it is for a full year, the bank account reconciles to bank statements, the validation routine has been completed and the data is not corrupted by viruses.

OR Manual System

- Analysis of Income and Expenditure preferably reconciled to the Bank account and clearly documented on supporting worksheets.
- Coded bank statements/Banklink coding report – please contact us for a coding list and/or Banklink coding report

Other Source Documents

Provide information grouped on a property by property basis. If required, you can collect folders at reception with the appropriate indexing. Please provide the following:

- Bank Statements for each operating and loan account.
- Suppliers statements and invoices (see list of claimable expenses below)
- Property management company statements for the whole year
- Solicitor Settlement statements and Sale and Purchase agreements for properties bought/sold during the year
- Plus any other relevant solicitor correspondence

Rental property expenses

Provide information **which directly relates to the rental property** for the following:

- Rates
- Insurance
- Mortgage interest
- Accounting fees (excluding company set up fees)
- Legal fees relating to raising finance
- Bank fees
- Motor Vehicle expenses (see below)
- Home office expenses (see below)
- Repairs and Maintenance
- Travel expenses (property inspections/investor meetings)
- Subscriptions and books relating to property investment
- Telephone calls directly relating to the rental property (please highlight these on your statement)
- Tenancy services and other debt collection costs

Motor Vehicle Expenses

A logbook record needs to be kept of travel during the year. Please complete the following table:

Date	Vehicle	Destination	Purpose	Km's travelled

Home Office Expenses

If you used your own home for business purposes please complete the following table:

- Area of office _____m²
- Area of home _____m²

Expenses for the year paid for privately in relation to your home:

- Interest paid on home mortgages \$ _____
- Interest paid on home mortgages \$ _____
- Electricity \$ _____
- Gas \$ _____
- Rates (including water) \$ _____
- Repairs and Maintenance (office only) \$ _____
- Insurance (building only) \$ _____
- Rent paid (if a rented property) \$ _____
- Other

Other Information required

- Was all income banked into your business bank account? If not please provide a list detailing the date, source of income, amount, how it was received and how it was spent.
- Please provide a list of all expenses paid by cash and state whether this cash was taken from takings before being banked or from private funds. Where expenses are paid from private funds, please specify the nature of these funds.

Private occupancy

Were any of your rental properties occupied privately during the year? **YES / NO**

If yes, please complete the following table

Property Address	Period of private occupancy		Was rent paid? How much?
	Date from	Date to	
			Y/N \$ _____
			Y/N \$ _____

Property vacancy

Was your property vacant for any period during the year? **YES / NO**

If yes, please complete the following table

Property Address	Period of vacancy		Reason for vacancy
	Date from	Date to	

Bonds received

Did you receive any bond money from the tenant or tenancy services? **YES / NO**

If yes please complete the following table

Property Address	Date Received	Name of tenant / Tenancy Services	Amount

Bonds paid

Did you pay any bond money to the tenant or tenancy services? **YES / NO**

If yes please complete the following table

Property Address	Date Paid	Name of tenant / Tenancy Services	Amount

NAME:

TERMS OF ENGAGEMENT / CLIENT ACKNOWLEDGEMENT

I/we accept responsibility for the accuracy and completeness of the information supplied to Accountants On London Limited, which is to be used in the preparation of my/our financial statements and further accept responsibility for providing the information to Accountants On London Limited on a timely basis. Accountants On London Limited are not to complete an audit, nor do I/we wish Accountants On London Limited to undertake a detailed review of my affairs in order to substantiate the accuracy of my/our information, and therefore Accountants On London Limited are unable to provide any assurance on my/our financial statements. I/we understand Accountants On London Limited work cannot be relied on to detect error or fraud and that Accountants On London Limited accepts no liability for the accuracy and completeness of the information supplied by me/us. I/we further understand that the financial statements will be prepared at my/our request and for my/our purposes only and that Accountants On London Limited will not be liable for any losses, claims or demands by any third party. I/we also accept responsibility for any failure by me/us to supply all relevant records and information to Accountants On London Limited.

I/we authorise Accountants On London Limited to prepare the financial statements in accordance with Generally Accepted Accounting Practice, approved Financial Reporting Standards and appropriate legislation and I/we further authorise Accountants On London Limited to take full advantage of all Exempt Company/Differential Reporting Exemptions allowed if applicable. If applicable, I/we as Trustees authorise Accountants On London Limited to prepare Special Purpose reporting in the event that consolidation is otherwise required when reporting under Generally Accepted Accounting Practice. I/we confirm we will provide additional explanations where compliance with generally accepted accounting practices does not achieve a true and fair view.

I/we understand that Accountants On London Limited work papers are subject to peer review by the Institute of Chartered Accountants of New Zealand and as such give consent for our files to be examined on a random basis by an official reviewer appointed by the Institute for that purpose. Furthermore I/we acknowledge that the working papers prepared by Accountants On London Limited in relation to the preparation of my financial statements remain the property of Accountants on London. I/we acknowledge that Accountants On London Limited is not required to be independent for the preparation of financial statements.

I/we further understand that Accountants On London Limited will not be liable for any losses, claims, or demands by any third person including any claims made by the IRD, which may arise out of advice given by Accountants On London Limited or from any other cause. I/we understand there are inherent risks wherever judgement has to be used in relation to tax matters. I/we accept Accountants On London Limited function is limited to providing us with information to aid us in any tax decisions but the ultimate responsibility for making those decisions is mine/ours and Accountants On London Limited will not be responsible for them.

I/We hereby instruct Accountants On London Limited to prepare my/our financial reports and taxation returns. 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. Accountants On London Limited services are not intended to, and accordingly will not result in an expression of an opinion on the financial statements in so far as third parties are concerned, or the fulfilling of any statutory audit requirements. We acknowledge and accept these Terms of Engagement.

❖ **INDEMNITY**

I/we agree to personally indemnify Accountants on London Limited for fees due in respect of completing this arrangement on behalf of me/us or our Company, and we understand Accountants On London Limited require payment within 14 days of invoice date, and Accountants On London Limited reserve the right to charge collection fees and interest if these terms are not met.

❖ **GENERAL AUTHORITY**

Where Accountants On London Limited do not hold a separate authority I/we also give Accountants On London Limited my/our full authority to contact my/our Bank, lawyer, suppliers, WINZ, ACC and the Inland Revenue Department for any purposes relating to my affairs. This authority also applies for the client linking system with the IRD and ACC with Accountants on London Limited as Tax and ACC Agents. I/we acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I/we give my/our full authority for this statement to be used as written confirmation of my/our agreement to Accountants On London Limited obtaining information from the above named sources.

NAME:

Client Signature..... Date.....

Client Signature..... Date.....