



Member Tax Agents Institute of NZ (ATAINZ)

RENTAL PROPERTY QUESTIONNAIRE

NAME

PLEASE COMPLETE AND SIGN THIS FORM, THEN CONTACT US TO ARRANGE COMPLETION OF YOUR ACCOUNTS & TAX RETURN FOR:

TAX YEAR ENDING 31 MARCH _____

<p>PLEASE EMAIL ALL INFORMATION.</p> <ul style="list-style-type: none"> • DO NOT send supporting information by post. • We can supply a template for you to summarize on request. 		
<p>1. Summary of all Rent Income & Expenditure in a spreadsheet summary, related to all rented properties. Indicate clearly:</p> <ul style="list-style-type: none"> • Repairs & Maintenance • Capital Expenditure • Include all Rates Statements. 		<input type="checkbox"/>
<p>2. Mortgage details, including Interest statements showing Interest paid for the year.</p>		<input type="checkbox"/>
<p>3. Solicitors/Estate Agents statements from purchase & sale of properties.</p>		<input type="checkbox"/>
<p>4. Total km travelled undertaking tasks related to rented properties.</p>		<input type="checkbox"/>
<p>5. Fixed Assets Send details of assets purchased or sold during the year. Include a copy of any Purchase/HP agreements, chattels valuations, etc.</p>		<input type="checkbox"/>
<p>6. Home Office (If Applicable) Do you have an area set aside at Home as a Business Office? YES/NO If YES, please complete the following:</p>		<input type="checkbox"/>
<ul style="list-style-type: none"> • Mortgage Interest • Rent or Rates • Repairs & Maintenance • Total Insurance (House & Contents) • Total Phone Rental • Total Power • Total Internet 	<p>\$.....</p> <p>\$.....</p> <p>\$.....</p> <p>\$.....</p> <p>\$.....</p> <p>\$.....</p> <p>\$.....</p>	
<p>Size of Office & Work Areas</p>	<p>.....sq ft/M</p>	
<p>Total size of all buildings & work areas</p>	<p>.....sq ft/M</p>	



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TERMS OF ENGAGEMENT

I/We authorise **Ace 10/7 Limited** to act as our agent for all Tax Revenues and Types. We accept responsibility for the accuracy & completeness of the information supplied which is used in the preparation of our financial statements and/or tax returns. Ace 10/7 Ltd are not required to complete an audit and we accept therefore that their work cannot be relied upon to detect error or fraud. We further understand that the financial statements will be prepared at our request and for our purposes only and that Ace 10/7 Ltd or their employees will not be liable for any losses, claims or demands by any third person.

We further acknowledge that payment for fees in relation to the work undertaken will be made once an invoice is issued. **Note that, any related Tax Returns will not be sent to the IRD for processing, and no further work will be undertaken by us, until full payment for the invoice is received.**

Clients Signatures.....

Please print name:

Once this form is completed, please contact us to arrange a suitable time to discuss.

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