

Rental Questionnaire

For the year ended 31st March 2023

Please ensure this questionnaire is completed and included with your records

Client Name:		Phone:
Balance Date:		Cellphone:
Email:		
Physical Address:		
Postal Address:		

To: Tax Matters Limited

You are hereby authorised to communicate with my/our bank, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns.

Signature: _____ Date: _____

Records Required	<input checked="" type="checkbox"/>	Comment
From 1 st April 2022 to 31 st March 2023		
Electronic Data		
If you are providing your financial data in electronic form, please advise the password Please provide a copy of your data email to us. Please provide a copy of the year end bank statement and the bank reconciliation at that date.		
Bank Statements, Cheque Books, Deposit Books		
Please make sure they are all there and that all cheques and deposits are clearly identified as to what they are.	<input type="checkbox"/>	
RENT RECEIVED		
Where you employ a Property Manager, please supply copies of their monthly or annual rental summaries.	<input type="checkbox"/>	
<u>OR</u> Where you do not employ a Property Manager, please supply bank statements highlighting rental deposits	<input type="checkbox"/>	

Loan Statements		
Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.	<input type="checkbox"/>	
Expenses		
Insurance Please supply copies of your insurers invoice that you paid during the year	<input type="checkbox"/>	\$ _____
Rates Please supply copies of <u>all</u> your rates demands paid during the year for the rental property	<input type="checkbox"/>	\$ _____
Repairs & Maintenance Please supply copies of your invoices for expenditure over \$500 incurred during the year	<input type="checkbox"/>	\$ _____
Property Management Where a property manager is not used, please supply expense details relating to self-management of property e.g travel, kilometers travelled.	<input type="checkbox"/>	\$ _____
Other Expenses Please supply details of all other expenses that specifically relate to your rental property e.g bank fees on rental property account, advertising, accountancy fees etc.	<input type="checkbox"/>	\$ _____
Major Renovations		
Please supply details of work undertaken, invoices must be provided. <u>Note</u> , cash jobs are not deductible.	<input type="checkbox"/>	\$ _____
Purchase of Rental Property		
Did you purchase a rental property during the financial year? If "Yes" please supply the following details: <ul style="list-style-type: none"> • Copy of your solicitors settlement statement and Sale & Purchase agreement. • List of chattels purchased with the property e.g carpets, oven, light fittings, gas/solid fuel fire etc • A copy of the valuation report of chattels if applicable, or details of the government valuation at date of purchase 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Sale of Rental Property

Did you sell your rental property during the financial year?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please supply the following details:		
<ul style="list-style-type: none"> • Copy of your solicitors settlement statement and Sale & Purchase agreement. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Copy of the valuation report if applicable, at the date of purchase 		
<ul style="list-style-type: none"> • A final loan statement showing loan balance paid off. 	<input type="checkbox"/>	

Other Information

Details of anything else we should be aware of in relation to the preparation of your accounts. i.e. tax return
Wages or ACC payments.
N.2 Superannuation & overseas pensions.

We will email you a PDF copy of your accounts. If you require a printed copy, please advise.
<input type="checkbox"/> Accounts bound and posted

If you have any questions regarding this form, please do not hesitate to contact us:

Please return this slip and all necessary documents to us in person at our physical address, via post or email.

Tax Matters Limited

Physical: Unit 3/245 St Asaph Street Christchurch 8011 or

Postal: P O Box 13400, City East, Christchurch 8141

Phone: (03) 366 6115

Fax: (03) 366 4798

Email: debbie@taxmatters.net.nz

**Thank you for completing this questionnaire
Don't forget to sign on page 1**

Can we assist you in any way, or is anything you would like to discuss:	Yes
Assistance with tax planning	<input type="checkbox"/>
Would you like Tax Matters to look after GST/RWT/Payroll returns (if not already)	<input type="checkbox"/>
Assistance with budgets / cashflow forecast	<input type="checkbox"/>
Preparation of regular financial reports (monthly, quarterly)	<input type="checkbox"/>
Regular meetings to improve business performance	<input type="checkbox"/>
Identifying your future direction with a strategic plan and a business plan	<input type="checkbox"/>
Assistance with a succession plan	<input type="checkbox"/>
Preparation of business for sale	<input type="checkbox"/>
Due diligence for purchase of a business	<input type="checkbox"/>
Any accounts receivable issues you would like assistance with resolving / collection	<input type="checkbox"/>
Funding requirements, working capital or asset finance	<input type="checkbox"/>
Any specific business problems you would like to discuss, or matters you wish to raise	<input type="checkbox"/>