

Rental Questionnaire For the year ended 31st March 2024

Please ensure this questionnaire is completed and included with your records

Client Name:		PI	hone:			
Balance Date:		C	ellpho	one:		
Email:						
Physical Address:		•				
Postal Address:						
To: Tax Matters Lim	nited					
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 From 1 st April 2023 to 31 st March 2024			√	Comment		
Electronic Data						
If you are providing your financial data in electronic form, please advise the password						
Bank Statements, C	Cheque Books, Deposit Books					
Please make sure tl	hey are all there and that all cheques and depo d as to what they are.	sits				
RENT RECEIVED						
Where you employ monthly or annual OR	a Property Manager, please supply copies of the rental summaries.	heir				
Where you do not	employ a Property Manager, please supply ban nting rental deposits	k				

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.			
Expenses	I	L	
Insurance Please supply copies of your insurers invoice that you paid during the year		\$	
Rates Please supply copies of <u>all</u> your rates demands paid during the year for the rental property		\$	
Repairs & Maintenance Please supply copies of your invoices for expenditure over \$500 incurred during the year		\$	
Property Management Where a property manager is not used, please supply expense details relating to self-management of property e.g travel, kilometers travelled.		\$	
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.		\$	
Major Renovations	<u> </u>		
Please supply details of work undertaken, invoices must be provided. Note, cash jobs are not deductible.		\$	
Purchase of Rental Property	<u>I</u>		
Did you purchase a rental property during the financial year?		Yes □ No □	
 If "Yes" please supply the following details: 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 			

Sale of Rental Property					
Did you sell your rental property during the financial year?		Yes □	No □		
 If "Yes" please supply the following details: Copy of your solicitors settlement statement and Sale & Purchase agreement. Copy of the valuation report if applicable, at the date of purchase A final loan statement showing loan balance paid off. 					
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.Z Superannuation & overseas pensions.					
We will email you a PDF copy of your accounts. If you require a printed copy, please advise.					
☐ 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:		
Assistance with tax planning		
Would you like Tax Matters to look after GST/RWT/Payroll returns (if not already)		
Assistance with budgets / cashflow forecast		
Preparation of regular financial reports (monthly, quarterly)		
Regular meetings to improve business performance		
Identifying your future direction with a strategic plan and a business plan		
Assistance with a succession plan		
Preparation of business for sale		
Due diligence for purchase of a business		
Any accounts receivable issues you would like assistance with resolving / collection		
Funding requirements, working capital or asset finance		
Any specific business problems you would like to discuss, or matters you wish to		
raise		