

Rental Annual Questionnaire – 2020

Please ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:	
Balance Date	31 March 2020	E-mail:	

To: Neogen Chartered Accountants Ltd

I instruct you to prepare my financial statements on a compilation basis for the 2020 financial year.

I undertake to supply all records and information necessary to carry out this work and will be responsible for the accuracy and completeness of the records and information provided. I also accept responsibility for any failure by me to supply all relevant records and information and I understand that you will rely upon the information and records provided by me.

I also instruct you to prepare my taxation returns for the 2020 year. I undertake to supply all information necessary to perform this work and will be responsible for the accuracy and completeness of such information.

I understand that the financial statements and taxation returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. I understand you will not accept any responsibility to any person, other than me for the contents of the financial statements.

I understand that all the other terms and conditions of the work to be performed are the same as those referred to in the terms of engagement letter that has been sent to me.

You are authorised to communicate with my bankers, solicitors, finance companies and all Government agencies to obtain such information as you require in order to complete the above assignments.

I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.

Signature: _____

Date _____

If sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging that you accept the above terms and conditions of the engagement.

Inland Revenue only refunds the tax credit by direct credit. Would you please advise the bank account number you would like any refunds deposited in to:

Account number: _____

Address of property rented:

Period the property was available for renting _____ months

Note: if property was not rented for a full 12 months, please provide details of why it was vacant and the number of days vacant.

Please provide details of the following for each rental property and attach all relevant documentation. Use a separate sheet if necessary.

Income:

Total rent received \$ _____

Other income (specify) \$ _____

Expenses:

Rates \$ _____

Insurance \$ _____

Mortgage interest \$ _____

Agent's collection fees \$ _____

Repairs and maintenance \$ _____

Travel (or Travel Mileage) \$ _____

Any other expenses relating to rental property
Please list them \$ _____

\$ _____

\$ _____

\$ _____

Records and Information Required	Enclosed	N/A
1. A copy of bank statements showing rent received from 1/04/2019 to 31/03/2020 OR End of Year Summary Report from your property management companies.	<input type="checkbox"/>	<input type="checkbox"/>
2. A copy of bank Statements showing all expenses paid for the rental property OR Summary of expenses (if you have one) or copies of invoices of all expenses relating to rental properties.	<input type="checkbox"/>	<input type="checkbox"/>
3. A copy of Loan statements from 1/04/2019 to 31/03/2020.	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you purchase any assets that is over \$500 during renting period? If yes, please provide the details in the Schedule 1.	<input type="checkbox"/>	<input type="checkbox"/>

Schedule 1 – List of assets that are purchased during renting period		
Asset Name	Date of purchased dd/mm/yyyy	Cost
		\$
		\$
		\$
		\$
		\$

Records and Information Required – Sales / Purchase of Properties			Enclosed	N/A
If you purchased properties during the year from 1/4/2019 to 31/3/2020, please provide the following information:				
1. A copy of the purchase agreement		<input type="checkbox"/>	<input type="checkbox"/>	
2. A copy of the settlement statement from your solicitor		<input type="checkbox"/>	<input type="checkbox"/>	
3. A copy of loan documentation if any		<input type="checkbox"/>	<input type="checkbox"/>	
4. Please advise if the intension of the purchase is to resell? (If yes, the property will be held on revenue account and you need to pay the tax on the profit on the sales of the property.)		<input type="checkbox"/>	<input type="checkbox"/>	
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If you sold properties during the year from 1/4/2019 to 31/3/2020, please provide the following information:				
1. A copy of the sales agreement		<input type="checkbox"/>	<input type="checkbox"/>	
2. A copy of the settlement statement from your solicitor		<input type="checkbox"/>	<input type="checkbox"/>	
3. The original purchase date of the property		<input type="checkbox"/>	<input type="checkbox"/>	
4. If you purchased the property before 28th March 2018, please confirm that your intension of the purchase was not for resell		<input type="checkbox"/>	<input type="checkbox"/>	
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5. If you purchased it after 28 th March 2018, please provide the original purchase price and detailed cost of improvement on the property if any.		<input type="checkbox"/>	<input type="checkbox"/>	