



walkerwayland

Walker Wayland Auckland Limited  
Chartered Accountants  
Level 7, 53 Fort Street  
P.O. Box 2175, Shortland Street  
Auckland 1140, New Zealand  
Telephone 64 9 968 4440  
Fax 64 9 309 9042  
Website [www.wwauckland.co.nz](http://www.wwauckland.co.nz)

## RENTAL INFORMATION QUESTIONNAIRE FOR THE YEAR ENDED 31st MARCH 2017

Please confirm your contact details:			
Name		Home telephone	
Postal address		Office telephone	
		Mobile telephone	
Contact person		Email Address	
ACC number			

**It is a requirement for us to retain a questionnaire on file for each income year. We thank you for taking the time to complete this questionnaire for each trading entity that requires financial statements and/or an income tax return to be prepared.**

**If you have any queries** about how to complete this questionnaire please contact us on (09) 968 4440. Please return the completed and signed questionnaire with your financial records.

**FOR PROPERTIES PURCHASED OR NEWLY RENTED IN THIS TAX YEAR:**

- |     |   |                |
|-----|---|----------------|
| (a) | Please enclose a copy of the sale and purchase agreement for any rental property/properties purchased during the year.                                | YES / NO / N.A |
| (b) | Please supply a list of all chattels for each property purchased during the year, listing their market value at time of purchase (see attached form). | YES / NO / N.A |

**FOR EXISTING PROPERTIES:**

- |     |   |                |
|-----|---|----------------|
| (a) | Unless the transactions are processed in Xero, Banklink or another accounting system, please enclose either an electronic download (CSV or XLS) list of transactions from the bank for the year with descriptions (contact the office if you require assistance with this).<br>All rent received and expenses incurred, including interest, rates, insurance, body corporate fees, and repairs & maintenance for each property, should be detailed. | YES / NO / N.A |
| (b) | Please enclose real estate summaries if using a rental agent.   | YES / NO / N.A |

**NB.** Note that from 1 April 2011, depreciation is unable to be claimed on buildings.

**NB.** It is important that prior to selling any rental property you contact our office in order to help manage any depreciation recovered that may arise on the sale.



## FOR MIXED USE ASSETS:

**NB:** Mixed use assets include assets such as holiday homes, boats and aircraft that are:

- 1) Used for income earning use and
- 2) Used for private use and
- 3) Are unoccupied for 62 days or more of the year

- (a) In addition to the above, please provide details of how the asset is used for each day of the year including days the asset was used privately by yourself or family, days it was rented out to non associated people, days it was vacant, and days spent carrying out repairs. Please split days carrying out repairs into days for damage caused by non-associated people renting the property at market value, repairs for damage caused by private use, and repairs for general wear and tear. YES / NO / N.A
- (b) Details of who used the home each day it was in use including the YES / NO / N.A
- Number of days they used the property
  - Person's relationship to you (ie son, friend, unrelated)
  - Rent charged to each person
- (c) Details of repair costs split between costs for damage caused by non associated people renting the property for market value, repairs required from private use, and general wear and tear. YES / NO / N.A

Details	<input checked="" type="checkbox"/>	Days	Amount
Rented to third parties at market value	<input type="checkbox"/>		
Booked by third parties but not used	<input type="checkbox"/>		
Rented to family at any price	<input type="checkbox"/>		
Used by owner/family/friends for free	<input type="checkbox"/>		-
Booked for income earning use but was not used	<input type="checkbox"/>		-
Days unused	<input type="checkbox"/>		-

NOTES: \_\_\_\_\_

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**TERMS OF ENGAGEMENT****(as per Institute of Chartered Accountant of New Zealand recommended text)**

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed below.

I accept responsibility for any failure by me to supply all relevant records and information to you.

I understand that Walker Wayland Auckland Ltd will endeavor to lodge my income tax return by the due date. However, if information required to prepare this income tax return is delivered late, the Walker Wayland Auckland Ltd will not be liable for late lodgement penalties and/or interest charges.

I personally guarantee to pay accountancy fees rendered and authorise Walker Wayland Auckland Ltd to apply tax refunds against any outstanding debt.

I hereby declare that the above information is true and correct

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_



## **CLIENT ACCEPTANCE FORM**

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed below.

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I personally guarantee to pay accountancy fees rendered and authorise Walker Wayland Auckland Ltd to apply tax refunds against any outstanding debt.

### **Acceptance**

The terms of this engagement and the general terms and conditions are accepted.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

