

**RENTAL INFORMATION QUESTIONNAIRE
FOR THE YEAR ENDED 31 MARCH 2022**

Please confirm your contact details:			
Name		Home telephone	
Postal address		Office telephone	
		Mobile telephone	
Contact person		Email address	
Bank Acc No. (for tax refund)		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.

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 endeavour 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** _____

FOR PROPERTIES PURCHASED OR NEWLY RENTED IN THIS TAX YEAR:

- (a) Please enclose a copy of the sale and purchase agreement and settlement statement(s) 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. Please record their market value at time of purchase. YES / NO / N.A

FOR EXISTING PROPERTIES:

- (a) Unless the transactions are processed in Xero, Banklink or another accounting system, please enclose an electronic download (CSV or XLS) list of transactions from the bank for the year including transaction descriptions (please contact our office if you require assistance with this). If electronic downloads are not available, please supply the physical copies of the bank statements. YES / NO / N.A

Details of rent received and expenses incurred, including interest, rates, insurance, body corporate fees, and repairs & maintenance for each property, should be recorded on the bank statements/electronic downloads.

- (b) If you have paid for any expenses or received any income personally, please provide details. YES / NO / N.A
- (c) If you have used a rental agent, please enclose real estate summaries. YES / NO / N.A

NB. Note that from 1 April 2011, depreciation is unable to be claimed on buildings. However, from 1 April 2020 building depreciation was reintroduced to commercial and industrial buildings.

NB. It is important that prior to selling any rental property you contact our office in order to help manage any potential depreciation recovered on the sale, and to discuss the brightline tests for potential taxation of property gains.

NB. Note that from 1 April 2019 losses on rental property is ring fenced but available for offsetting against future rental profit.

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. Please include the number of days in which the asset was used privately by yourself or family, days it was rented/leased to non-associated people, days it was vacant or unused, and the number of days in which it was unavailable due to carrying out repairs and/or maintenance. YES / NO / N.A

If there were days it was unavailable due to repairs and/or maintenance, please record separately:

- no. of days carrying out repairs for damage which was caused through private use,
- no. of days carrying out repairs for damage which was caused by non-associated people renting/leasing the property or asset at market value, and
- no. of days carrying out repairs for general wear and tear.

- (b) Please provide details of repair costs. Please show separately the costs for damage caused by non-associated people renting the property at market value, repairs required from private use, and general wear and tear. YES / NO / N.A
- (c) For days the property was in use, please provide 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
- (d) Please use the below table to record days and income received for each type of use

Details	✓	Days	Amount
Rented to third parties at market value			
Booked by third parties but not used			
Rented to family at any price			
Used by owner/family/friends for free			-
Booked for income earning use but not actually used			-
Days unused			-