

Company Rental Questionnaire – 2025

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

Client Name		Phone:	
Balance Date	31 March 2025	E-mail:	

To: Harts Chartered Accountants

I instruct you to prepare my financial statements on a compilation basis for the 2025 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 2025 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 prefers to pay any refunds by direct credit. Would you please advise the bank account number you would like any refunds deposited in to.

Account number: _____

Rental Property Questionnaire – 2025

1. Property Details

Address of rental property:

If property was not rented for a full 12 months, please provide details of why it was vacant **and the number of days vacant**

Number of days the property was used privately (by you, your family or associated persons, even if rent was charged) during the period

Number of days the property was rented out for less than 80% of the market rate to persons not associated to you

2. Rental Income and Expenditure

Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties **OR**

Please provide details of the following for each rental property. Use a separate sheet if necessary.

☐
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Income

Total rent received \$ _____

Expenses

Accounting fees	\$ _____	Phone	\$ _____
Advertising (to rent)	\$ _____	Power	\$ _____
Bank fees	\$ _____	Rates	\$ _____
Insurance	\$ _____	(including regional council rates)	
Legal fees	\$ _____	Repairs and Maintenance	\$ _____
Management fees	\$ _____	(please attach details or invoices)	
Mortgage interest	\$ _____	Valuation fees	\$ _____
(attach copy of loan summary/ statements from bank)		Water rates	\$ _____

Details of any other expenses relating to rental property:

_____ \$ _____

_____ \$ _____

Details of visits to inspect property/conduct property business:

Date	Details	Kilometres

Please attach all relevant documentation, including property manager's statements, and details of any assets purchased over \$1,000

10. Home Office Expenses

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Address: _____

Business Area: _____m²

Total Area: _____m²

Power \$ _____

Insurance (Building & Contents) \$ _____

Interest (House Mortgage) \$ _____

Rates \$ _____

Repairs & Maintenance \$ _____

Rent paid \$ _____

Other \$ _____

Total \$ _____