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 prepa	are my financial statements on a compilation basis for	or the 2025 fi	inancial 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.					
Income					
Total rent received	\$				
Expenses	•	DI.	•		
Accounting fees	\$	Phone	\$		
Advertising (to rent)	\$	Power	\$		
Bank fees	\$	Rates	\$		
Insurance	\$	(including regional council	•		
Legal fees	\$	Repairs and Maintenan			
Management fees	\$	(please attach details or in	voices)		
Mortgage interest (attach copy of loan summary/	\$	Valuation fees Water rates	\$ \$		
statements from bank)		water rates	Φ		
Details of any other expenses r	elating to rental pr	operty:			
			\$		
			\$		
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					

3. Rental property sold, purchased or rental ceased during the financial year			
If yes, please provide the following:			
Solicitor's settlement statement			
Sale and Purchase Agreement			
Loan details for property purchase			
A copy of the latest rateable valuation			
 A list of chattels and their value for properties bought or sold during the year 			
If ceased renting – date ceased			_
4. Investment Income			
Do you have New Zealand investments?			
Do you have overseas investments?			
If yes, please provide all interest and dividend advices, and changes in investments			
5. Expenses paid in Cash or from Personal Funds			
Please provide a list if applicable.			
6. Events /Contingencies			
There have been events occurring after balance date that will have a financial effect on subsequent years.			
Details :			
There were contingencies at balance date, the outcome of which will be determined by the occurrence or non–occurrence of an event.			
Details :			
7. Goods & Services Tax (GST) Returns			
Are you GST registered? If Yes, supply copies of Goods & Services Tax (GST) returns and workpapers			
8. Changes in Company details			
Please provide details of any changes in the following			
9. Other Income			
Please provide details of any other income			

10. Home Office Expenses			
If part of your home is set aside area, please provide the follow	e principally for use as an office/workshop/storage ng details:		
Address:			
Business Area:	m²		
Total Area:	m²		
Power	\$		
Insurance (Building & Contents) \$		
Interest (House Mortgage)	\$		
Rates	\$		
Repairs & Maintenance	\$		
Rent paid	\$		
Other	\$		
Total	\$		
1			