

## INFORMATION QUESTIONNAIRE FOR RENTAL STATEMENTS

**NAME:** \_\_\_\_\_ (Note any changes here)

**Postal Address** \_\_\_\_\_ **Home Address** \_\_\_\_\_

\_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Contact Names: 1** \_\_\_\_\_ **2** \_\_\_\_\_

**Balance Date:** \_\_\_\_\_

**ENCLOSED  
TICK HERE**

**A. RECORDS AND INFORMATION REQUIRED**

1. **Bank Accounts:** (for all rental accounts, including loan accounts)
  - Cash Manager, QuickBooks, MYOB, Xero or Reckon One (access).**
  - OR Cashbook** Please provide and include one month past balance date.
  - OR Bank Statements, Cheque books, Deposit books**  
(make sure they are all there and all cheques and deposits are clearly identified as to what they are). Please provide and include one month past balance date.
  
2. **Rental Income Summary**   
If property is managed by a rental agent please provide monthly and/or annual rental summary.
  
3. **Debtors (money owing to you at balance date) \$** .....
  
4. **Creditors (money owing by you at balance date)**   
Attach a list (show nature of expenses e.g. rates, income etc) \$ .....
  
5. **Cash income or expenses**   
Please supply a list of cash payments received or made for business expenditure.
  
6. **Fixed Assets**   
Attach a list of assets purchased and / or sold during the year:  
Please provide copies of: Sale and Purchase Agreements   
Hire Purchase Agreements   
Solicitors Settlement Statements   
Valuations (e.g. Rates Demands, Valuers Reports etc)
  
7. **Repairs and Maintenance**   
Ensure all details are recorded **in full** on cash books or accounting software.
  
8. **Tax Allowance for work from home**   
Do you use your own home for business purposes? If so, what proportion of the total area used for business?
 

Area used as office: .....	Total Area of home: .....
Insurance	\$.....
Interest paid on mortgages	\$.....
Power	\$.....
Rates (attach latest rates demand)	\$.....
If rented, total rents paid	\$.....
Repairs	\$.....
Other expenses	\$.....

**ENCLOSED  
TICK HERE**

**9. Business Motor Vehicle(s) – from Log Book**

Please supply a summary of business and private travel from your log book. You need to keep a log book for three months every three years.

**B. HAVE YOU RAISED OR REPAID ANY LOANS / MORTGAGES DURING THE YEAR?**

If so, please provide details of change:.....  
.....  
.....  
.....

**Where applicable please supply copies of solicitors' statements. Loan documents and bank statements.**

Please also supply details of latest Government Valuation and/or a copy of rates demand for Land and Buildings owned and used in rental activities.

**C. OTHER DETAILS**

Please provide any other relevant information:.....  
.....  
.....

**D. TERMS OF ENGAGEMENT**

I confirm that there has been no change in circumstances that require an update of our terms of engagement. A copy of the Terms of Engagement is available on our website.

**CLIENT 'S SIGNATURE:** ..... **DATE:** .....

..... **DATE:** .....

**REVIEWED BY:** ..... **DATE:** .....