

Rental Questionnaire – 2020

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

Terms of Engagement

To: Oldershaw & Co Ltd

I/we hereby instruct you to prepare our Taxation Returns for the 2020 year. I/we undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

- *The authority to act must be signed by all appropriate signatories i.e. all partners in a partnership, trustees in a trust and directors in a company (except where recorded that one director has specific signing authority or one person has recorded delegated authority from the other owners/members to sign on their behalf). Trustees who are acting as a Trustee in their professional capacity are not required to sign an authority to act, unless all trustees in the Trust are professional trustees, in which case at least one Trustee should sign. See IRD Information Authority for full details of this requirement.*

Name	IRD Number	Signature	Date

Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:

Director	Date of birth	City / Town of birth	Country of birth	Current residential address

Records Required:

For AML and Compliance purposes/requirements, if not already provided, a certified copy of your current passport (or your current drivers licence and a credit/debit card) and a certified copy of a document that proves your address dated within the last 3 months (ideal documents include a utility bill, bank statement, telephone bill & rates invoice). Where you don't have certified copies we are able to assist in this regard if you call into our offices during work hours with your passport (or your current drivers licence and a credit/debit card) and a document that proves your address dated within the last 3 months.

During the lock down phase if any clients are requiring certification we will cross that bridge as they arise and in the interim we defer physical verification until we are physically allowed to open our offices.

Property Details	
Please provide us with the addresses of any rental properties you have. Address: _____ Address: _____ Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____

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.	<input type="checkbox"/>
Income: Total Rent Received \$ _____	<input type="checkbox"/>
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 expense relating to rental property: _____ _____	\$ _____ \$ _____
Details of visits to inspect property/conduct property business:	
Date Details	Kilometres
_____	_____
_____	_____
_____	_____

Home Office Expenses (if applicable)	
If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you may be able to claim a proportion of your home expenses against your rental income. Please provide the following details:	<input type="checkbox"/>
Area used for Business: _____ m ²	
Total Area of House & Workshop: _____ m ²	
Power \$ _____	
Insurance (Building & Contents) \$ _____	
Interest (House Mortgage) \$ _____	
Rates (including regional council rates) \$ _____	
Repairs and maintenance \$ _____	
Other \$ _____	
Total \$ _____	
Cost of House and Section \$ _____	
Cost of Section \$ _____	
Construction materials: (timber, brick, etc) _____	

Mixed Use Holiday Home

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

Yes No

If yes, provide details of property: _____

Was the property empty for 62 days in the income year?

Yes No

If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year _____

The number of days the asset was used by family or associated persons* during the income year _____

OR where income from any person received was less than 80% of market rate _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: _____

Relationship to owner (if any): _____

Amount of rent they paid: \$ _____

Dates rented (From: To) _____

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Number of days spent in the property while repairing damages caused by tenants _____

Mortgage interest \$ _____

Rates \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details) : _____

Mixed Use Boat or Plane	
<p>Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>
<p>If Yes, provide details: Description: _____ Market value: \$ _____</p>	
<p>Was the asset unused for 62 days in the income year? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p>	
<u>Mixed Use Boat or Plane – Information Required</u>	
<p>The number of days the asset was unused during the income year _____</p> <p>The number of days the asset was used by family or associated persons* during the income year _____</p> <p>OR where income from any person received was less than 80% of market rate _____</p> <p><small>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</small></p>	
<p>For non-associated persons where payment received is at least 80% of market value: _____</p>	<input type="checkbox"/>
<p>Number of days the asset was used: _____</p> <p>Income received: \$ _____</p>	
<p>Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):</p> <p>Cost of advertising for hireage \$ _____</p> <p>Cost of repairing damages caused by hireage \$ _____</p> <p>Operating costs / supplies \$ _____</p> <p>Insurance \$ _____</p> <p>Repairs/maintenance for general wear and tear \$ _____</p> <p>Other (please give details) _____</p> <p>_____</p>	<input type="checkbox"/>
Other Details Required (if applicable)	
<ul style="list-style-type: none"> • Solicitors Settlement Statement <input type="checkbox"/> • Sale and Purchase Agreement <input type="checkbox"/> • Loan details for property purchased <input type="checkbox"/> • A copy of the latest Rateable Valuation <input type="checkbox"/> • A list of chattels with their dates and value for properties bought or sold during the year <input type="checkbox"/> 	

Thank you for completing this questionnaire
Don't forget to sign it