

Financial Statements – 2023

Rental Questionnaire



Client / Entity Name	
Balance Date	31 st March 2023
Email	
Mobile Phone	

Please sign the authorisation below, complete this questionnaire and send to us along with your records.

Authorisation to Access Information

To: Lynda Stevenson Chartered Accountants Limited.

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 carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns until further notice. This includes obtaining information through all Inland Revenue media and communications channels.

I/We accept responsibility for the accuracy of the information provided to you. I/We are also responsible for any tax consequences that result.

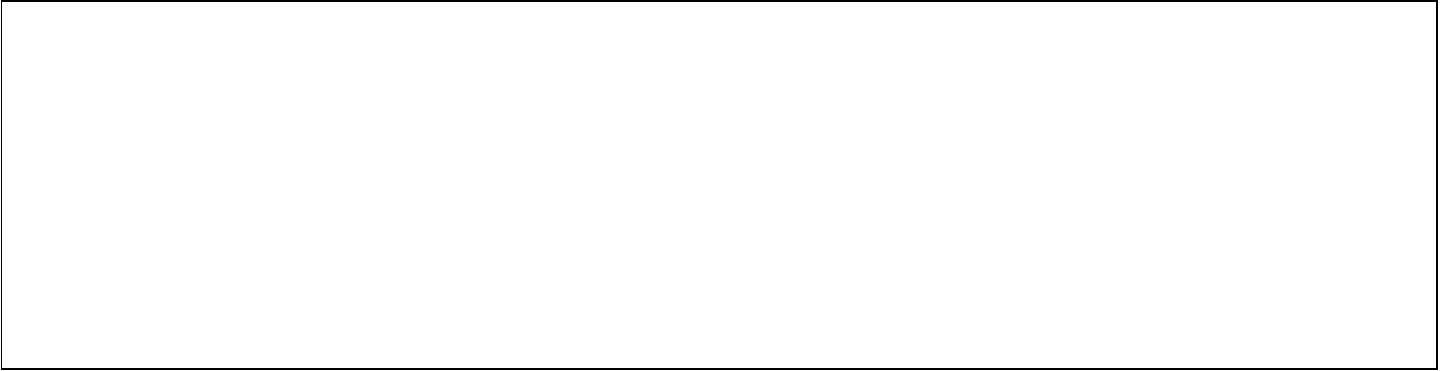
Signature _____

Date _____

**Thank you for completing the questionnaire
Please ensure you sign this page**

Records Required For 12 months to Balance Date	✓	Comment
Rent Received		
<p>Where you employ a Property Manager, please supply copies of their monthly or annual rental summaries.</p> <p>OR</p> <p>Where you do not employ a Property Manager, please supply bank statements highlighting rental deposits.</p>		
Loan Statements		
<p>Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.</p>		
Expenses		
<p>Insurance Supply copies of your insurers invoice that you paid during the year.</p> <p>Rates Supply copies of <u>all</u> your rates demands paid during the year for the rental property.</p> <p>Repairs & Maintenance Please attach invoices or details of items over \$1000.</p> <p>Other Expenses Please supply details of all other expenses that specifically relate to your rental property e.g. bank fees on rental property account, advertising, accountancy fees etc</p> <p>Interest Please supply details of ALL loans including interest to 31st March 2023.</p>		<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>For _____</p> <p>\$ _____</p> <p>For _____</p> <p>\$ _____</p> <p>For _____</p>

Bank Statements, Deposit Books		
Please make sure all bank statements are provided and that all expenses paid and deposits are clearly identified as to what they are.		
Major Renovations & Warmer Kiwi Homes		
Please supply details of work undertaken and/or insurance receipts received. If you have received any insurance payments please advise whether the payment was for loss of rent, contents or building. Have you undertaken warmer homes compliance work, e.g. insulation and ventilation, please provide invoices/details.		
Purchase of Rental Property		
Did you purchase the rental property(s) during the financial year? Please supply the following details; <ul style="list-style-type: none"> • Age of house purchased • Copy of your solicitors settlement statement and sale & purchase agreement. • A list of chattels purchased with the property e.g. carpets, oven, light fittings, gas/solid fuel fire etc. • A copy of the valuation report if applicable, or details of the government valuation at date of purchase. 	Date Bought:	
	Date Bought:	
Sale of Rental Property		
Did you sell a rental property(s) during the financial year? If "Yes" please supply the following details; <ul style="list-style-type: none"> • Copy of your solicitors settlement statement and sale & purchase agreement. • A copy of the valuation report if applicable, at date of purchase. • A final loan statement showing loan balance paid off. 	Date Bought:	
	Date Sold:	
	Date Bought:	
	Date Sold:	
Other Information		
Details of anything else we should be aware of in relation to the preparation of your accounts.		
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Thank you for completing this questionnaire
Don't forget to sign the authorisation on page 1