

INFORMATION QUESTIONNAIRE FOR RENTAL STATEMENTS FOR 2020
INCOME TAX YEAR

NAME: _____ (Note any changes here)

Postal Address _____ **Home Address** _____

Email Address: _____ **Phone Number:** _____

Contact Names: 1 _____ **2** _____

**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	\$

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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:**