

Section Three - Rental

Please work through the items listed in the Checklists below and tick off as you gather the records. Attention to this will assist us in compiling your Financial Statements and Tax Returns, so that we can efficiently minimise your taxation compliance costs.

General Details:

Entity:

IRD Number:

Rental Checklist. Please provide details in the following areas.

- ☐ **Bank Statements, Property Management Statements, Cheque Butts, Deposit Books, Cash Book, Source Documents.** Please ensure that these cover the whole period to 31 March.
- ☐ **Fixed Assets (including GST).** Please provide source documents for any asset bought or sold during the year (e.g. equipment, land & buildings).
- ☐ **Fixed Assets Disposed of.** Check last year's Depreciation Schedule in your previous year's Financial Statements, and indicate any disposal.
- ☐ **Mortgage & Other Loan Statements.** Please provide loan statements for the full year.
- ☐ **Repairs & Maintenance/Renovations.** Repairs bring a property back to its original condition, and therefore may be claimed 100%. Renovations that improve the property are capital expenses & must be depreciated. Please provide details of all such activities, including the invoices & receipts.
- ☐ **Cash Expenses.** Please provide details on a separate schedule with attached receipts/invoices of business expenses paid privately (such as Travel & Accommodation expenses).
- ☐ **Business Use of Private Motor Vehicle.** If applicable, please provide details of business related vehicle expenses or mileage on a separate schedule.
- ☐ **Home Office Claim (office & storage).** If you have 2 or more rental properties.
 - ☐ Mortgage Interest/Rent. \$.....
 - ☐ Insurance (Home & Contents). \$.....
 - ☐ Rates. \$.....
 - ☐ Heat, Light & Power. \$.....
 - ☐ Repairs & Maintenance/Renovations. \$.....
 - ☐ Loan Fees/Legal Fees re Loan Financing. \$.....

 - ☐ Property Purchase Price \$.....
 - ☐ Government Valuation - Land Value \$.....
 - ☐ Government Valuation - Improvements Value \$.....

 - ☐ Total Area of House & Storage
 - ☐ Total Bus Area of House & Storage
- ☐ **Telephone/Internet Expenses.** Please provide relevant expense details.
- ☐ **Insurance/Rates Expenses.** Please provide relevant expense details.
- ☐ **Changes.** Were there any changes in the Business – e.g. changes in the Company Directors or Shareholders, in the Primary Business Activities, or in your contact details.