

Rental Questionnaire - 2011

Ensure this questionnaire is completed and included with your records

Name		Balance Date	
Email Home:		Phone Home:	
Email Work:		Phone Work:	
	Fax:		Mobile:

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for this year from the information and records I/We have supplied to you. I/We accept responsibility for the accuracy and completeness of all records and information supplied to you.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, and any other business that I/We deal with to obtain such information as you require in order to complete the above duties.

Signature _____ Date _____

Property Details	
Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. 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 A cashbook (eg excel spreadsheet) OR Please provide details of the following for each rental property. Use a separate sheet if necessary.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
Income: Total Rent Received \$ _____													
Expenses: Rates \$ _____ Insurance \$ _____ Repairs and Maintenance (please attach details or invoices) \$ _____ Mortgage Interest (attach copy of loan summary/statements from bank) \$ _____ Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____													
Details of visits to inspect property/conduct property business: <table border="0"> <tr> <td>Date</td> <td>Details</td> <td>Kilometres</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	_____	_____	_____	
Date	Details	Kilometres											
_____	_____	_____											
_____	_____	_____											
_____	_____	_____											

Other Details Required	
<ul style="list-style-type: none"> • Solicitors Settlement Statement • Sale and Purchase Agreement • Loan details for property purchased • A copy of the latest Rateable Valuation • A list of Chattels and their value for properties bought or sold during the year 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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