

Financial Statements – 2008

Rental Questionnaire

Taurus ref:

Ensure this questionnaire is completed and included with your records

Client Name:		Phone:	
Balance Date:		Fax:	
Email:		Cellphone:	
Physical Address:			
Postal Address:			

To: Taurus Accounting Solutions Ltd

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.

Signature _____ Date _____

Records Required For 12 months to Balance Date	P	Comment
Rent Received		
Where you employ a Property Manager , please supply copies of their monthly or annual rental summaries.	<input type="radio"/>	
OR Where you do not employ a Property Manager , please supply bank statements highlighting rental deposits.	<input type="radio"/>	
Loan Statements		
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.	<input type="radio"/>	
Expenses		
Insurance Supply copies of your insurers invoice that you paid during the year.	<input type="radio"/>	\$ _____
Rates Supply copies of <u>all</u> your rates demands paid during the year for the rental property.	<input type="radio"/>	\$ _____
Repairs & Maintenance		

<p>Please supply copies of invoices for expenditure over \$225 incurred during the year.</p> <p>Other Expenses Please supply details of all other expenses that specifically relate to your rental property eg bank fees on rental property account, advertising, accountancy fees etc</p>	<input type="radio"/> <input type="radio"/>	<p>\$ _____</p> <p>\$ _____ For _____</p> <p>\$ _____ For _____</p>
Bank Statements, Cheque Books, Deposit Books		
<p>Please make sure they are all there and that all cheques and deposits are clearly identified as to what they are.</p>	<input type="radio"/>	
Major Renovations		
<p>Please supply details of work undertaken.</p>	<input type="radio"/>	
Purchase of Rental Property		
<p>Did you purchase a rental property during the financial year?</p> <p>If “Yes” please supply the following details;</p> <ul style="list-style-type: none"> • Copy of your solicitors settlement statement and sale & purchase agreement. • A list of chattels purchased with the property eg 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. 	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Yes <input type="radio"/> No <input type="radio"/></p>
Sale of Rental Property		
<p>Did you sell your rental property during the financial year?</p> <p>If “Yes” please supply the following details;</p> <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. 	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Yes <input type="radio"/> No <input type="radio"/></p>
Other Information		
<p>Details of anything else we should be aware of in relation to the preparation of your accounts.</p> <p>_____</p> <p>_____</p>		

**Thank you for completing this questionnaire
Don't forget to sign it on page 1**