

Financial Statements – 2011

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 Group 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	P	Comment
For 12 months to Balance Date		
Electronic data		
If you are providing your financial data in electronic form please advise the password		
Please provide a copy of your data file either on floppy or email the file to us		
Please provide a copy of the year end bank statement and the bank reconciliation at that date.		
Bank Statements, Cheque Books, Deposit Books		
Please make sure they are all there and that all cheques and deposits are clearly identified as to what they are.	0	
Rent Received		
Where you employ a Property Manager , please supply copies of their monthly or annual rental summaries.	0	
OR Where you do not employ a Property Manager , please supply bank statements highlighting rental deposits.	0	
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.	0	

Expenses		
Insurance Supply copies of your insurers invoice that you paid during the year.	○	\$ _____
Rates Supply copies of <u>all</u> your rates demands paid during the year for the rental property.	○	\$ _____
Repairs & Maintenance Please supply copies of invoices for expenditure over \$500 incurred during the year.	○	\$ _____
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	○	\$ _____ For _____
	○	\$ _____ For _____
Major Renovations		
Please supply details of work undertaken.	○	
Purchase of Rental Property		
Did you purchase a rental property 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 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. 	○ ○ ○	Yes ○ No ○
Sale of Rental Property		
Did you sell your rental property 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. 	○ ○ ○	Yes ○ No ○
Other Information		
Details of anything else we should be aware of in relation to the preparation of your accounts. _____ _____		

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