

Name:.....

**RENTAL CHECKLIST 20\_\_**

**ADDRESS OF PROPERTY:**

(NB. Please use a separate page for each property)

**RENTAL INCOME:** \$ \_\_\_\_\_ per week for \_\_\_\_\_ weeks.

**Is your rental property rented to an associated party? Yes / No**

**EXPENSES:**

1. Collection costs or number of kilometres driven to collect rents and service property.
2. Interest paid on mortgage/loan over the property  
(Please provide loan statements detailing interest paid and the closing balance)
3. Insurance.
4. Legal expenses (please attach full details)
5. Power if applicable.
6. Rates.
7. Repairs and Maintenance. (Please provide a detailed breakdown)
8. Telephone (if applicable).
9. Other expenses - please provide details eg. advertising, agency commissions, cleaning.
10. Are you registered for GST? If so, supply copies of all GST returns together with workings.
11. If this is the first year you have owned a property please also provide:
  - Cost of property
  - Type of materials building constructed of eg. brick, wood
  - Number of months property has been let
  - Latest Government Valuation - Land value
    - Value of improvements
    - Capital value
    - Date of Government Valuation
  - Copy of solicitors settlement statement with purchase details
12. If you have sold a property during the year please provide:
  - Copy of solicitors settlement statement with sale details
  - Date of sale
  - Date property initially purchased

**ACCEPTANCE**

*I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.*

*I hereby authorise Giles & Associates Chartered Accountants Ltd to act as agents for all tax information in relation to myself and or my company and obtain, any information required from my bankers, solicitors, finance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.*

**NAME OF CLIENT.....**

SIGNED.....

DATE.....