

PLEASE COMPLETE BOTH SIDES OF THIS SHEET

RENTAL COMPANY QUESTIONNAIRE

NAME _____ BALANCE DATE _____

DAYTIME CONTACT PHONE NO _____ HOME PHONE NO _____

E-MAIL ADDRESS _____ FAX NO _____

ACKNOWLEDGEMENT BY CLIENT OF TERMS OF SERVICE AGREEMENT

The preparation of our financial statements is at our request and for our purposes only and is not to include an audit or a detailed review to substantiate the accuracy of the information.

We accept responsibility for the accuracy and completeness of the information supplied.
We also accept responsibility for supplying all information necessary to enable returns to be filed by due date.

We understand that the detection of error or fraud is not part of the engagement for preparation of the financial statements and that Kendons Chartered Accountants Limited are not liable for the accuracy and completeness of the information supplied to them.

We acknowledge that the legal obligation to file tax returns and pay tax by due date rests with us.

We confirm that all business takings were banked to the business bank account except for the items detailed in Question 1.

Authority to Obtain Information Subject to the Privacy Act

We authorise Kendons Chartered Accountants Ltd to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue Department and other persons or organisations to obtain such further information as required to complete the financial statements and tax returns.

CLIENT'S SIGNATURE: _____

DATE: _____

7. PURCHASE OF PROPERTY

If a rental property has been purchased or sold during the financial year please provide:

- (a) Copy of Solicitors Settlement Statement
- (b) Copy of Valuation Report (if you have one)
- (c) Sale and Purchase Agreement

If Purchased

- (d) When was the property first available for renting? _____
- (e) In what material is the house constructed eg weatherboard, brick etc. _____

8. PURCHASE & SALE OF OTHER ASSETS – please attach details of other assets purchased (indicate whether they were purchased second-hand) and sold during the year.

If applicable, please update the attached fixed asset schedule for assets scrapped or deleted this year.

9. USE OF HOME

Do you use your home for business purposes? YES/NO
 Has the area used changed from last year? (If YES, please provide details) YES/NO

If home is used please complete the details below -

Mortgage Interest	\$ _____	Power	\$ _____
Rates	\$ _____	Repairs	\$ _____
Insurance (House/Contents)	\$ _____	Other	\$ _____

10. MOTOR VEHICLE EXPENSES

Did you utilise your private motor vehicle on rental property business during the year YES/NO

If YES, please indicate number of kilometres travelled on rental property business during the year _____ km

11. COMPANY CHANGES

Have there been any changes in shareholding or the addresses of any of the shareholders or directors.
 (If YES, please provide details) YES/NO

12. DATE RECEIVED _____ by _____
(Kendons to complete)