

# Rental Company Questionnaire



Tax Year 1 April to 31 March

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Name: ..... Balance Date: .....

Daytime Contact Ph: ..... Home Ph: .....

Email: ..... Mobile: .....

## 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: .....

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## Information required for Financial Statements

Please ensure that this form is completed in full. If any section is not applicable, please mark N/A.

The items below are required for the whole year - please attach your work papers where appropriate.

**1. Have all business proceeds / takings been banked?** YES/NO

If no, please provide details: .....  
.....

**2. Records** – please provide information for all items below which are relevant to your business.

- (a) **COMPUTER BASED RECORDS** (please provide copy of your Balance Date bank statements)
  - (i) Xero Users: Please complete bank reconciliation and email us to confirm this has been completed. Please ensure you give us access to your Xero account if you haven't already.
  - (ii) Cash Manager Users – Please complete your Bank Reconciliation and email the 'Cash Manager Transfer' file to [kendons@kendons.co.nz](mailto:kendons@kendons.co.nz).
  - (iii) MYOB Users – Please reconcile Bank, Debtors & Creditors and email a BACKUP of your files to [kendons@kendons.co.nz](mailto:kendons@kendons.co.nz) (do not send Accountant Export File).  
  
PLEASE do not make any adjustments after you have sent us your file without first contacting us.
  - (iv) All other software programs – please supply a trial balance, bank reconciliation and a printout of all ledger accounts for the year.
  - (v) CASHBOOK (Reconciled to Bank Statements)
  - (vi) BANK RECORDS - please provide a .csv file of your bank statements.

**Are loans, personal deposits and transfers from other bank accounts clearly marked?  
If not please attach a list.**

- (b) HIRE PURCHASE / MORTGAGE / LOAN / LEASE AGREEMENTS. Please supply documents for new and current agreements.
- (c) COMPANY DIVIDENDS / INTEREST RECEIVED / PORTFOLIO  
Please attach advice slips / RWT certificates / portfolio tax report and valuation.
- (d) INVESTMENT DETAILS – please provide new / sold / changed investment details.
- (e) MANAGEMENT COMPANY – please provide rental statements from Management Company.

**3. Accounts Payable**

Please provide a schedule of accounts payable at balance date.

Identify the type of expense (eg repairs & maintenance, rates).

**4. Rent Receivable** at Balance Date \$ \_\_\_\_\_

**5. Have business expenses been paid from personal cash?** YES/NO

If yes, please provide details: .....

.....

**6. Automatic Payments**

Please attach list of new automatic payments and what they relate to.

**7. Purchase of Property / Sale 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) When ended renting? \_\_\_\_\_

**8. Purchase and 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.  
 If multiple properties, please indicate which property the asset relates to.

**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

Area of Study/Workshop \_\_\_\_\_ Total Area of House \_\_\_\_\_

If home is used please complete the details below:

Mortgage Interest	\$ _____	Power/Gas	\$ _____
Rates	\$ _____	Repairs	\$ _____
Insurance (House/Contents)	\$ _____	Rent	\$ _____
Phone / Internet	\$ _____	Other	\$ _____
Home Office Assets	\$ _____		

**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. YES/NO

If yes, please provide details: .....

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**For Office Use Only**

Date Recieved: ..... Received by: .....