

Rental Property Questionnaire

Please complete this questionnaire to provide us with information we need for your annual accounts and income tax work. Please notify us if your contact number, postal address, or bank account (for tax refunds) has changed.

Full Name: _____

Financial Year Ended: _____

Email Address: _____

Section 1 - Rental Property Repairs

- 1.a. Have you undertaken any major repairs or maintenance during the year?
Please detail below with cost and why the work was required.

Section 2 - Assets over \$1,000 each

- 2.a. Assets purchased - List the cost and date purchased for new fixed assets over \$1,000. Please also state if the new asset is replacing a previous asset e.g. Whiteware, drapes, carpet, etc.
- 2.b. Assets disposed - List the asset and disposal date. If sold, please list the sale price.

Section 3 - Expenses from other bank accounts

- 3.a. If any expenses have been paid from a personal account/credit card/cash or payment not included in the CSV files provided, please list details:-

Section 4 - Closing Bank Balance

- 4.a. Please include the closing bank balance as at 31 March for all relevant bank accounts.

Rental Property Questionnaire

Section 5 - Home Office Details

If any portion of your home was used for business purposes (e.g. office, workshop, storage), please provide the following details for the financial year - 1 April to 31 March.

5.a. What is the area in sq. ft or sq. m of portion used for business purposes?

5.b. Area of total house?

List of Home Office Expenses for the Financial Year

5.c. Rates:

5.d. Insurance (house and contents):

5.e. Repairs and maintenance to house interior and exterior:

5.f. Repairs to business area:

5.g. Electricity or gas:

5.h. Internet

5.i. Phone:

5.j. Rent:

5.k. Mortgage interest (note - interest only, not principal):

5.l. Cleaning:

5.m. Other:

Rental Property Questionnaire

Section 6 - Travel

- 6.a. Did you travel to your rental property by car? If so, please detail number of trips and number of kilometres per trip.
- 6.b. Did you travel to your rental property by other means? Please detail expenses incurred e.g. Flights, accommodation.
- 6.c. If you claim mileage, please advise the type of vehicle you have:-
- | | | | |
|--------|--------|--------|----------|
| Petrol | Diesel | Hybrid | Electric |
|--------|--------|--------|----------|

Section 7 - Short Term Rental

This section refers to short term rentals such as AirBnB, BookaBach & holiday homes. Please ignore this section if your property is a long term rental.

- 7.a. Was the property available to be rented for the full financial year? If not, how many days was the property available?
- 7.b. During the financial year, did you or your family occupy the property in part or full? If applicable, what percentage of the year was the property occupied?
- 7.c. And how many nights was it used personally?
- 7.d. How many nights was the property rented (at market rent)?

Rental Property Questionnaire

Section 8 - Other Details

Please list any details you think are relevant to the rental that have not been provided elsewhere in this questionnaire.

Section 9 - General Questions

Please skip this section if you have already filled this information out in our other questionnaire.

9.a. Investments - List investments held as at 31 March e.g. Fund Investments Manager Reports.

9.b. Investments - Attach dividend statements/certificates from your share Investments (including off-shore Investments). If any investments were made, repaid, or sold during the year; please attach details, including certificates e.g. Interest from Investment certificates.

9.c. Insurance - If you pay Income Protection Insurance, please attach a copy of your annual premiums.

9.d. Donations - Attach all donations receipts if you would like us to file the Tax Credit.

Rental Property Questionnaire

Section 10 - Documents required. Please attach the following:-

10.a. Bank account CSV or XLSX files for the year 1 April to 31 March for all relevant accounts (including credit cards). Please ensure they are in the CSV or XLSX format. **Not PDF's.** This is obtainable via your internet banking. Normally titled as "export".

10.b. Attach any cashbooks/spreadsheets/accounting system files/files you have written up.

10.c. Property Managers Statements - Attach a copy of all the year-end summaries for each property.

10.d. Loan Statements - Attach all statements for the full year for all loans including any loans repaid or resettled.

10.e. Valuation Reports - Attach copies of any valuation reports including chattels valuations, if applicable.

10.f. Legal Documents - Attach a copy of any sales & purchase agreements and solicitor's settlement statements in regard to any legal transactions that happened during the year.

10.g. Assets purchased - Attach invoices for assets over \$1,000.

Terms of Engagement

Cornish Accounting Limited will compile the clients' financial statements and tax returns, in accordance with the standards applicable to compilation engagements, from information provided by the client.

Cornish Accounting will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. This service will not result in the expression of an audit or any other form of assurance on the Financial Statements nor the fulfilling of any statutory or other audit requirement. The Financial Statements will be conspicuously marked as unaudited and Cornish Accounting will attach a disclaimer (which is in a form approved by the Chartered Accountants Australia and New Zealand) when distributing the Financial Statements to third parties. Cornish Accounting services cannot be relied upon to detect any fraud or error in the organisation.

I/we will provide Cornish Accounting with accurate and complete information necessary to compile such statements and I/we accept responsibility for any failure to supply Cornish Accounting with all the relevant records and information. I/we take the responsibility for the accuracy and completeness of the assertions in the Financial Statements. If any part of this document is not completed, Cornish Accounting will assume that the required figure is nil or this question does not apply.

If not all of the receipts, invoices or vouchers are supplied to Cornish Accounting; it will be assumed that all receipts are held by the client at the time of preparation of the Financial Statements and tax returns.

If Cornish Accounting sign any tax returns on the clients behalf, it is with the clients authority and as the clients duly authorised Accountant and is not in a capacity as an employee.

TERMS OF SERVICE

1. I/ we agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all aspects
2. I/ we hereby authorise Cornish Accounting Limited to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department (for all linked tax types and all locations (except NCP or CPR), ACC, Registrar of Companies, from our Solicitor, Adviser, Employees, Bank or other financial institution and we hereby also authorise our Solicitor, Adviser, Employees, Bank or other financial institutions to supply such information.

If you have any questions, please discuss these with us before signing.

Name of Account:

Signed:

Date: