

**Rental Property Information Questionnaire for LAQCs, Individuals,  
Partnerships and Trusts Terms of Engagement**

**Client Name:** \_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Financial Year Ended:** 31 March 2011

We appreciate the opportunity to work with you and this Agreement confirms the terms of our appointment to prepare Financial Statements and Tax Returns for you and your related entities, if any.

The attached Information Questionnaire must be completed as a requirement of the New Zealand Institute of Chartered Accountants and is used by us to obtain all relevant information and to assist us to prepare the Financial Statements and Tax Return(s). It is your responsibility to ensure the accuracy and completeness of the information as well as checking the final Returns for reasonableness and correctness.

It is important to understand that it is not our responsibility to detect error or fraud and that our work has been undertaken only for you. We are not responsible for any loss or claim by any third party.

Our fees are based on the time involved and invoices issued are payable by the 20<sup>th</sup> of the month following the date of invoice. Although the invoice may not be addressed to you personally this agreement confirms your acceptance of personal liability for the charges for work you have asked us to undertake.

Privacy Act restrictions mean that we cannot obtain information sometimes necessary to prepare your Financial Statements and Tax Return from your Bank or any other third party without your authority. If you do not wish us to have this authority please delete the following (authority granted).

You also give us authority to add you, and any associated entities (if required), to our tax agency list with Inland Revenue for all tax types. This enables us to obtain information as required from Inland Revenue by phone, fax, e-mail or via the internet. It will also allow us to check assessments and statements. The time checking assessments and statements and, if necessary, correcting IRD errors will be invoiced to you.

If you are in agreement with the terms of engagement as outlined above please sign below.

Yours sincerely

**Curtis McLean Limited**  
P O Box 2293  
Wellington  
Ph: 04 384 5609  
Fax: 04 385 1067

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Dated*

## Information Required to Prepare your Income Tax Return

If you operated a RENTAL PROPERTY during the year please complete the following:  
(not required if you have provided a reconciled cashbook or the bank statements)

1. Address of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Rental income: Period rented \_\_\_\_\_  
Full year? YES/NO (delete one)  
or; From: \_\_\_\_\_ To: \_\_\_\_\_  
Total rent received: \$ \_\_\_\_\_

3. Expenses:

Advertising: \$ \_\_\_\_\_

Body Corporate Levies: \$ \_\_\_\_\_

Cleaning: \$ \_\_\_\_\_

Gardening and Rubbish Collection: \$ \_\_\_\_\_

Home Office Claims: (only if three or more properties owned) \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_

Interest Paid on Mortgage:  
(Attach copies of Term Loan Statements showing interest and  
principal breakdown and closing balance) \$ \_\_\_\_\_

Legal Fees: \$ \_\_\_\_\_

Property Management Fees: \$ \_\_\_\_\_

Rates: \$ \_\_\_\_\_

Repairs and Maintenance: \$ \_\_\_\_\_

Telephone: (based on percentage of use relating to rental property  
issues) \$ \_\_\_\_\_

Travel: (Vehicle mileage, a logbook must be kept) \$ \_\_\_\_\_

Valuation Fees: \$ \_\_\_\_\_

Any other expenses: \$ \_\_\_\_\_

4. If owned by an LAQC please also enclose copies of bank statements and loan information including your loan statements for the year.

**Information Required to Prepare your Income Tax Return (continued)**

5. If first year of ownership, please provide:

Date purchased: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Tick Box

Settlement Statements  
Copy of Sale and Purchase Agreement  
Valuations (incl. Chattels Valuation if applicable)  
Copy of Rates Demand

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

6. If property sold during year:

Date sold: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sale price: \$ \_\_\_\_\_

Please also provide copies of settlement statements and a copy of the Sale and Purchase Agreement.