



## Rental Property Questionnaire

Name: \_\_\_\_\_

Year Ended: 31 March 2019

Address of the Property: \_\_\_\_\_  
 \_\_\_\_\_

**Rental Summary** \$

*Information to send:*

Rental income for the year	\$	Agents summary (if applicable)
Rental Expenses:		
Advertising		
Agent fees		
Body corporate fees		
Insurance		Insurance invoices
Interest on mortgage		Mortgage statements
Lawns and gardening		
Motor vehicle use for rent collection/maintenance		Distance in kms
Rates		
Repairs and Maintenance		Invoices for amounts over \$500
Other:		
Other:		
Other:		

*Yes/No? Information to send:*

1. Number of months of the year that the property was available to be rented? **1 2 3 4 5 6 7 8 9 10 11 12** months (circle one)

2. Do you use the property for private use during the year?  If yes please discuss with us

3. Do you occupy part of the rental property?  Percentage occupied %

4. Have you purchased fixed assets during the year over \$500 (GST Exclusive)?  Invoices

5. Was the rental property purchased or sold during the year?  Legal documentation  
 Settlement statement  
 Sale and purchase agreement  
 Valuation report

6. Any new loans using the rental property as security?  If yes please discuss. Documentation required

7. Was the sale or purchase made to a related entity?  Details of relationship

8. Declaration  
 I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the calculation of my income from rental activities. You are not to complete an audit, nor do I wish for you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on this information. I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*New bright-line rules apply to property sales; we will contact you if this applies to your situation.