

## 2016 RENTAL PROPERTY QUESTIONNAIRE



Address of Rental Property: \_\_\_\_\_

♦ Rent Received: 1 April 2015 to 31 March 2016 \$ \_\_\_\_\_

### **Rental Expenses Paid for the Year - 1 April 2015 to 31 March 2016**

- ♦ Accountancy Fees \$ \_\_\_\_\_
- ♦ Advertising \$ \_\_\_\_\_
- ♦ Bank Fees (for Rental Account only) \$ \_\_\_\_\_
- ♦ Insurance \$ \_\_\_\_\_
- ♦ Interest \$ \_\_\_\_\_
- ♦ Legal Fees \$ \_\_\_\_\_
- ♦ Loan Application Fees \$ \_\_\_\_\_
- ♦ Light, Heat & Power \$ \_\_\_\_\_
- ♦ Management Fees \$ \_\_\_\_\_
- ♦ Rates \$ \_\_\_\_\_
- ♦ Repairs & Maintenance \$ \_\_\_\_\_
- ♦ Other: Give details, \_\_\_\_\_ \$ \_\_\_\_\_
- ♦ \_\_\_\_\_ \$ \_\_\_\_\_
- ♦ Mileage (# of trips made X # Kms per round trip) TOTAL Kms: \_\_\_\_\_

- ☐ Please note that we do not need to see the receipts or invoices for these expenses but remind you that you are required to retain them for **seven years**.
- ☐ If you have purchased and/or sold a property during this year, we require the Sale & Purchase Agreement and your Solicitor's Settlement Statement. If you have purchased a property we also require a rates notice and chattels valuation (if one was completed).
- ☐ Please include paperwork of Insurance or EQC payouts received during the year.
- ☐ Please ensure that you provide the balance of all rental property loan(s) as at 31 March 2016 and the total interest paid for the year (most banks send their client's Annual Loan Summaries).

### **Particulars of any capital improvements or new assets purchased (over \$500)**

Date Purchased	Asset Description	Amount (Inclusive of GST)

### **Particulars of assets sold or scrapped during year**

Asset Descriptions	Date Sold	Tick if Scrapped	Sold For (Inclusive of GST)	Tick if Traded In

\*please tick boxes to indicate that you have read the paragraph and provided information accordingly.