

# Rental

## 2022 Rental Year End Information Checklist

Please complete a separate checklist for each property.



Name:

Confirm email address:

If your contact details have changed - please provide a new address & phone number:

### Sign off

Do you want to meet with us to sign off your financial statements and tax returns?  
or would you prefer for us to email or post these to you for signing?

Meet

Post

Email

### Property Ownership Details

Please provide details of the legal ownership of your rental property

Address of Rental Property:

Tick

Name(s)

As individuals

A Company

A Trust

Was property rented for full 12 months?

Yes

No

If no, how many weeks was it rented?

Reason for period property vacant:

e.g. couldn't find tenants, renovations etc.

Is this the first year you have owned this rental property?

Yes

No

If No, please continue with information over page.

If Yes, please provide copies of:

Tick

Sale and Purchase Agreement

Solicitors (Lawyers) Settlement Statement

## Rental Income and Expenditure

Income and expenditure details for the period 01 April 2021 – 31 March 2022

	Tick	Amount
Rent Received	<input type="checkbox"/>	\$ <input type="text"/>
Accounting Fees	<input type="checkbox"/>	\$ <input type="text"/>
Advertising	<input type="checkbox"/>	\$ <input type="text"/>
Agents Fees & Commissions	<input type="checkbox"/>	\$ <input type="text"/>
Bank and Loan Fees	<input type="checkbox"/>	\$ <input type="text"/>
Garden Maintenance	<input type="checkbox"/>	\$ <input type="text"/>
Insurance	<input type="checkbox"/>	\$ <input type="text"/>
Interest on Mortgage <i>Please attach the full loan statement covering the period 01 April 2021 – 31 March 2022 for all rental loans</i>	<input type="checkbox"/>	\$ <input type="text"/>
Legal Fees	<input type="checkbox"/>	\$ <input type="text"/>
Repairs and Maintenance <i>Please attach receipts for each transaction</i>	<input type="checkbox"/>	\$ <input type="text"/>
Rates – CCC	<input type="checkbox"/>	\$ <input type="text"/>
Rates Other	<input type="checkbox"/>	\$ <input type="text"/>
Travel (Mileage) <i>Please provide the total Mileage you have travelled relating to this rental property</i>	<input type="checkbox"/>	<input type="text"/> km
Other <i>Please specify:</i> <input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>
Other <i>Please specify:</i> <input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>
Other <i>Please specify:</i> <input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>

## Other Information to Supply

These statements must cover the entire period from 01 April 2020 – 31 March 2021

	Tick
<b>Bank Statements</b> <i>Please provide bank statements if you have a separate account for your rental property. Please clearly narrate what each transaction relates to.</i> <b>Note:</b> The statements must cover the period 01 April 2021 – 31 March 2022 and include the balance of the account as at 31 March 2021	<input type="checkbox"/>
<b>Loan Statements</b> <i>Please provide loan statements for each rental property loan.</i> <b>Note:</b> The statements must include the total interest paid during the year and the balance of the loan as at 31 March 2022	<input type="checkbox"/>
<b>Property Management Company Statements</b> <i>Please provide all statements of account including the annual summary statement from your property management company (if you use one).</i>	<input type="checkbox"/>

**Did you buy any new chattels or assets for the property during the year?**

Yes  No

*If yes, please provide details below and include receipts for these assets with your other information*

<b>Asset description</b>	<b>Cost price</b>	<b>Purchase date</b>	<b>New / 2nd hand</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Working For Families Tax Credits

*Please let us know if you would like us to assist with calculating your Working for Families Tax Credits. An additional fee may apply for this work.*

Are you, or your partner, entitled to Working for Families Tax Credits (Formerly Family Assistance)?

Yes  No

To help us assess your entitlement - *do you have any children?*

Yes  No

If yes, please list their names and ages:

<input type="text"/> name:	<input type="text"/> age:	<input type="text"/> name:	<input type="text"/> age:
<input type="text"/> name:	<input type="text"/> age:	<input type="text"/> name:	<input type="text"/> age:

## Other

*Did you receive or pay any of the following?*

<b>Income Source:</b>	<b>Please provide</b>	<b>Tick</b>
<b>Interest from banks etc</b>	<i>RWT statement sent to you by your bank – please attach these to this checklist</i>	<input type="checkbox"/>
<b>Dividends received</b>	<i>Dividend statements/advices – please attach these to this checklist</i>	<input type="checkbox"/>
<b>Any other income</b>	<i>Full details</i>	<input type="checkbox"/>
<b>Income Protection insurance</b>	<i>Copy of annual payment advice – please attach to this checklist</i>	<input type="checkbox"/>

## Overseas Income

*Did you receive any income from overseas (including Pension payments from any country) with or without tax deducted at source?*

*If yes, please provide full details of income received and tax paid*

Yes  No

## Donations

Did you make any donations to charitable organisations during the year?

- If yes, please list each donation below and attach all receipts to this checklist

<i>Donations made to</i>	<i>Date</i>	<i>Amount</i>

## Notes

A series of horizontal dotted lines for writing notes.

