



214 Main Road, Tawa, Wellington
456 Richardson Road, Mt. Roskill, Auckland
Phone: 0800 837 000 | Fax: 0800 822 999 | Email: info@tfs.co

Rental Property Questionnaire

Name: _____

Year Ended: 31 March 2020

Address of the property: _____

Rental Summary	\$	Additional 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
Other	\$	

- Details of rental received, and expenses paid
 - Bank Statements, Cash book, Property manager Summary
- Number of months of the year that the property was available to be rented? If Yes, Months:
- Do you occupy part of rental property? If Yes, Percentage Occupied: %
- Have you purchased fixed assets during the year over \$500 (GST exclusive)? If Yes, Invoices
- Was the rental property purchased or sold during the year? If Yes
 - Legal documentation, Settlement statement, Sale & purchase agreement, Valuation report
- Was the sale and purchase made to a related entity? If Yes, Details of relationship.
- Declaration

I accept responsibility for the accuracy and completeness of the information supplied in the questionnaire which is to be used in the calculation of my income from property rental activities. You are not to complete audit, nor do I wish you to undertake a detailed review of my affairs in to order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on this information. I undertake 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: _____