

**RENTAL CHECKLIST  
YEAR ENDED 31 MARCH 2010**



OWNER'S NAME:

.....  
(please complete name)

**PLEASE COMPLETE, SIGN AND RETURN TO OUR OFFICE.**

SIGNATURE: .....

DATE: .....

YOUR EMAIL ADDRESS: .....

For Office Use Only
Date Received: .....
Receivers Signature:
.....

We give you our full authority to contact any third party for any purposes relating to our affairs. This authority also applies for the client linking system with Inland Revenue Department and Duns Limited as Tax Agent. We acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but we give our full authority for this statement to be used as written confirmation of our agreement to your obtaining information from any third party for the above mentioned purposes.

**Please complete this form if you owned any rental properties during the year  
1 April 2009 to 31 March 2010.**

**You are required to complete a separate form for each rental property owned.**

- Address of rental property \_\_\_\_\_

- Period available for rent: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If rented part year, please state reason \_\_\_\_\_

Rental Income received \$ \_\_\_\_\_

Rental Expenses:

Accountancy Fees	\$ _____	Mortgage Interest Paid	\$ _____
Advertising (to rent)	\$ _____	Rates	\$ _____
Bank Fees	\$ _____	Stationery	\$ _____
Communication	\$ _____	Valuation Fees	\$ _____
Insurance	\$ _____		
Legal Fees	\$ _____	Capital Improvements	
Management Fees	\$ _____	(provide list with costs)	\$ _____
Repairs & Maintenance	\$ _____		

(please supply invoices for any R&M over \$500 (GST exclusive))

Other (Specify) \$ \_\_\_\_\_

Vehicle Expenses (Inspection)

- Distance from home \_\_\_\_\_ kms

- Number of trips during year \_\_\_\_\_

Please provide a copy of your Property Management Report if your property is managed by a third party (ie Property Management Agency)

OR

If you managed the property yourself, please fill in the **Home Office Allowance** section on our Financial Statements Checklist.

### Other relevant documents required

#### A. Transaction Records

- Bank Statements - Please supply all rental account bank statements from 1 April 2009 to 31 March 2010.
- Cash Book (if you use one) - A balanced and reconciled cashbook may be supplied. Descriptions of payments and receipts should be clear.

#### B. Financing

- Please supply all Loan and/or Mortgage Statements and/or Hire Purchase Agreements from 1 April 2009 to 31 March 2010.
- Have you raised or repaid any mortgages and/or loans in the financial period? If so, please provide details including Solicitors Settlement Statements.
- Any other financing documentation.

#### C. Fixed Assets

For new Rental Property & Chattels purchased or sold during the year:

- Give details of any properties purchased or sold and supply copies of Solicitor's **Settlement Statements** and **Sale & Purchase Agreements**.

- Name of Lawyer \_\_\_\_\_

- Contact Details \_\_\_\_\_

- Please list all new assets (over \$500) purchased or existing assets sold/disposed of during the year:

Cost of Chattels:	Amount	Date
Dishwasher	\$ _____	____ / ____ / ____ (Purchased/Sold/Disposed of)
Drapes	\$ _____	____ / ____ / ____ (Purchased/Sold/Disposed of)
Floor Covering	\$ _____	____ / ____ / ____ (Purchased/Sold/Disposed of)
Oven	\$ _____	____ / ____ / ____ (Purchased/Sold/Disposed of)
Washing Machine	\$ _____	____ / ____ / ____ (Purchased/Sold/Disposed of)
Other _____ (Specify)	\$ _____	____ / ____ / ____ (Purchased/Sold/Disposed of)

**Thank you for completing this checklist.  
Don't forget to sign and return it.**

**Please remember to complete our Individual Checklist for each person that Duns Limited is filing personal tax returns for.**