

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



## 2024 Residential Rental Questionnaire

Please complete this questionnaire, sign and return with your records.

To speed up the compilation of your financial statements (and keep cost down) please complete the following questions. All questions relate to the year ending 31 March 2024.

Please return this questionnaire to us along with the required documents.

No.	Address	Rental \$ per week	Weeks available for rent
1			
2			
3			
4			

In order to complete your accounts, any rental expenses and income will need to be clearly identified in your records. Records could be bank statements, invoices, computerised records or software.

What main source of information will you be providing to us? Please specify;

**Details of expenses relating to the property:** (please provide copies of invoices)

Rates	
Insurance	
Property Management	
Advertising	
Repairs & maintenance	
Interest	
Mileage Claim to visit the property – please provide number of km's travelled	
Other, please specify:	

Do you have any loans/mortgages on your rental properties?

Yes  No

If yes, please provide loan statements for the period including a breakdown of any interest costs incurred

### Bright-Line Information

**Purchase or sale of property;**

Did you purchase or sell any properties during the period?

Yes  No

If yes, provide the sale and purchase agreement along with any related statements and details such as legal costs, valuations, settlement statements and financing details:

**Address of Property Sold:**

Are you in any way associated<sup>1</sup> with anyone in the business of property, land dealing, builder or developer?

Yes  No

Is there any other information that you consider relevant to the preparation of your rental accounts?

Yes  No

If yes, please enter details below and attach any supporting documents:

**Please be aware of The Bright-line property rule for residential property;**

The bright-line property rule does not apply to properties acquired before 1 October 2015.

If your property was acquired:

on or after 27 March 2021, and sold within 10-years

between 29 March 2018 and 26 March 2021, and sold within the 5-year bright-line period

between 1 October 2015 and 28 March 2018, and sold within the 2-year bright-line period.

Please contact us if you are considering selling any of your rental properties, or buying additional rental properties, so we can check your obligations.

<sup>1</sup> There are a number of tests that define an association. An association can be as follows: two companies; a company and a person other than a company; two relatives; a person and a trustee for a relative; a trustee and a beneficiary; trustees with a common settlor; a trustee and a settlor; a settlor and a beneficiary; a trustee and a person with the power of appointment or removal of the trustee; a partnership and a partner; and two persons who are each associated with the same third person (tripartite test). Where you are unsure if an association exists please contact us for advice.

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## To: ROVA Chartered Accountants

### Terms of Engagement

I/We hereby instruct ROVA to prepare my/our Financial Statements and Taxation Returns for the 2024 Financial year.

I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that ROVA will rely upon the information provided by me/us. ROVA's services are not intended to, and accordingly will not result in the expression by ROVA of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform ROVA immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter I/We have signed. ROVA's Terms of Engagement are also available on the website <https://www.rova.co.nz/about/terms-of-engagement/>

If I/We have also instructed ROVA to prepare our GST/PAYE/FBT Returns or prepare wages on a regular basis. I/We accept that it is my/our responsibility to advise ROVA of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

ROVA are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however ROVA are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Please note: - Privacy and AML Due Diligence Requirement

ROVA are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as ROVA require in order to complete the above assignments.

Please complete the below contact details so that we can ensure our records are up-to-date.

Work Phone	
Mobile	
Email	
Address	

Signed

Date

**Thank you for completing this questionnaire.**

**We must have client questionnaires signed before we can start your end of year accounting work.**