

# Barraclough & Associates Limited

## 2013 Rental Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Balance Date	
Phone:		Fax:	
Email:			
Postal Address:			

### Terms of Engagement

Barraclough & Associates Limited, Chartered Accountants, are hereby instructed to prepare our Financial Statements and Taxation Returns for the year ended [balance date].

We accept full responsibility for the accuracy and completeness of the information supplied below and any other information, which may be provided. We also accept full responsibility for any failure to supply all relevant records and information to Barraclough & Associates Limited and its employees.

We understand that this information is to be used in the preparation of Financial Statements and / or Taxation Returns and that this work cannot be relied upon to detect error or fraud and that Barraclough & Associates Limited and its employees accept no liability for the accuracy and completeness of the information supplied by us.

We further understand that the Financial Statements and / or Taxation Returns will be prepared at our request and for our purposes only and that Barraclough & Associates Limited and its employees will not be liable for any losses, claims or demands by any third party.

We authorise Barraclough & Associates Limited, Chartered Accountants, to communicate with our bankers, solicitors, finance companies and any other person or organisation in order to obtain any information which may be required in order to prepare our Financial Statements and Taxation Returns.

We understand payment of accounts are due on the 20<sup>th</sup> of the month following invoice unless prior arrangement has been made with Barraclough & Associates Limited.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Property Details</b>	
Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____

<b>Rental Income and Expenditure</b>		<b>Ü</b>									
Please supply all relevant bank and loan statements clearly identifying and detailing all transactions that relate to the rental properties <b>OR</b> If you use a rental agency please provide a copy of their annual summary and monthly schedules  Please provide details of the following for each rental property. Use a separate sheet if necessary.		C									
<b>Income:</b> Total Rent Received \$ _____		C									
<b>Expenses:</b> Rates \$ _____ Insurance \$ _____ Power \$ _____ Phone \$ _____ Repairs and Maintenance (please attach details or invoices) \$ _____ Water rates \$ _____ Mortgage Interest (attach copy of loan summary/statements from bank) \$ _____ Rates (including regional council rates) \$ _____ Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____											
Details of visits to inspect property/conduct property business: <table border="0"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Kilometres</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	
Date	Details	Kilometres									
_____	_____	_____									
_____	_____	_____									

<b>Home Office Expenses</b>		
If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you <b>may</b> be able to claim a proportion of your home expenses against your rental income. Please provide the following details:		C
Area used for Business: _____ m <sup>2</sup> Total Area of House & Workshop: _____ m <sup>2</sup>		
Power \$ _____ Insurance (Building & Contents) \$ _____ Interest (House Mortgage) \$ _____ Rates (including regional council rates) \$ _____ Repairs and maintenance \$ _____ Other \$ _____ <b>Total</b> \$ _____ Cost of House and Section \$ _____ Cost of Section \$ _____ Construction materials: (timber, brick, etc) _____		

<b>Other Details Required</b>	
<ul style="list-style-type: none"> <li>• Solicitors Settlement Statement</li> </ul>	C
<ul style="list-style-type: none"> <li>• Sale and Purchase Agreement</li> </ul>	C
<ul style="list-style-type: none"> <li>• Loan details for property purchased</li> </ul>	C
<ul style="list-style-type: none"> <li>• A copy of the latest Rateable Valuation</li> </ul>	C
<ul style="list-style-type: none"> <li>• A list of chattels and their value for properties bought or sold during the year</li> </ul>	C

**Thank you for completing this questionnaire  
Don't forget to sign this on page 1**