

Contact Person:

Entity Name:

Address:

Email:

Home phone:

Work phone:

Fax:

Mobile:

Residential address (if different to postal):

RENTAL PROPERTY FINANCIAL STATEMENTS QUESTIONNAIRE FOR THE YEAR ENDED 31 MARCH 2017

FINANCIAL STATEMENTS WILL NOT BE STARTED UNTIL WE HAVE RECEIVED THIS QUESTIONNAIRE

This signed checklist should be returned to our office with your annual accounts information. Please be sure to answer all points clearly, as this form is an integral part of your business records. Please do not hesitate to contact us should you require clarification on any matter.

TERMS OF ENGAGEMENT

We authorise Affleck Dodd O'Meara Ltd to:

1. Prepare our Financial Statements using the information and records we have provided.
2. Obtain information necessary to complete our Financial Statements from our banker, solicitor and other agencies.
3. Provide our financier with copies of our Financial Statements.
4. Link us to the Affleck Dodd O'Meara Ltd tax agency with the Inland Revenue Department.
5. Sign and file GST and Income Tax returns, as agent, on our behalf.
6. Obtain authority to access, update and maintain Company details with the NZ Companies Office.
7. Link us to the Affleck Dodd O'Meara Ltd agency with ACC.

We accept and agree that:

1. We are responsible for the accuracy and completeness of the information supplied to Affleck Dodd O'Meara Ltd.
2. Affleck Dodd O'Meara Ltd will not complete an audit or a detailed review of our affairs. We also understand that Affleck Dodd O'Meara Ltd will not be relied upon to detect error or fraud.
3. The Financial Statements will be prepared at our request and for our purposes only. Neither Affleck Dodd O'Meara Ltd nor any of its employees will be liable for any losses, claims or demands by any third party.
4. We will pay all invoices when due or as otherwise agreed with Affleck Dodd O'Meara Ltd. Affleck Dodd O'Meara Ltd will deduct any overdue accountancy fees from any GST or Income Tax refunds due to us. We understand we will be liable for any collection/legal costs on un-paid accounts.

TO THE BEST OF OUR KNOWLEDGE, THE INFORMATION CONTAINED ON THIS CHECKLIST IS CORRECT.

SIGNED: _____ DATED: _____

INTEREST Supply all Interest/RWT Certificates for all business and private bank accounts.	<input type="checkbox"/>	<input type="checkbox"/>																								
DIVIDENDS Supply all Dividend Statements for the year ended 31/03/2017.	<input type="checkbox"/>	<input type="checkbox"/>																								
DONATIONS Supply all receipts for donations made during the year ended 31/03/2017.	<input type="checkbox"/>	<input type="checkbox"/>																								
LEGAL TRANSACTIONS Supply copies of Solicitor's statements for all business related transactions, ie. Sale & Purchase agreements; Gifting documents	<input type="checkbox"/>	<input type="checkbox"/>																								
MORTGAGES AND LOANS / HIRE PURCHASE Supply all business loan and/or HP statements for the year ended 31/03/2017.	<input type="checkbox"/>	<input type="checkbox"/>																								
COMPANIES & PARTNERSHIPS Has there been any change in shareholding or partners during the year ended 31/03/2017? Yes/No (If Yes, show dates and changes).....																										
RENT RECEIVED Total for the year ended 31/03/2017: \$..... If for part year only, supply dates: Commenced: Ceased:																										
EXPENSES Supply the following totals for the year ended 31/03/2017: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;">Advertising</td> <td style="width: 20%;">\$.....</td> <td style="width: 30%;">Insurance</td> <td style="width: 20%;">\$.....</td> </tr> <tr> <td>Bank Charges/Fees</td> <td>\$.....</td> <td>Rates</td> <td>\$.....</td> </tr> <tr> <td>Commissions</td> <td>\$.....</td> <td>Repairs & Maintenance</td> <td>\$.....</td> </tr> <tr> <td>General Expenses</td> <td>\$.....</td> <td>Telephone & Tolls</td> <td>\$.....</td> </tr> <tr> <td>Legal Expenses</td> <td>\$.....</td> <td>Interest on Mortgages/Loans</td> <td>\$.....</td> </tr> <tr> <td>Travel</td> <td>..... kms</td> <td>Other:</td> <td>\$.....</td> </tr> </table>			Advertising	\$.....	Insurance	\$.....	Bank Charges/Fees	\$.....	Rates	\$.....	Commissions	\$.....	Repairs & Maintenance	\$.....	General Expenses	\$.....	Telephone & Tolls	\$.....	Legal Expenses	\$.....	Interest on Mortgages/Loans	\$.....	Travel kms	Other:	\$.....
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Legal Expenses	\$.....	Interest on Mortgages/Loans	\$.....																							
Travel kms	Other:	\$.....																							
WORKING FOR FAMILIES TAX CREDITS List all children that were in your care at any time during the year ended 31/03/2017. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Name</th> <th style="width: 30%;">IRD Number</th> <th style="width: 25%;">Date of Birth</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> Did any of the children finish school during the year? Yes/No. If Yes, who & when? Did your relationship status change during the year? Yes/No If Yes, what was the change and when did it occur? Was custody of children shared? Yes/No If Yes, please detail arrangement. Has the IRD Working For Families Tax Credits end of year notification been attached Yes/No			Name	IRD Number	Date of Birth												
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.....																								
.....																								
.....																								
Child Support Total of payments received from ex-partner for year ended 31/03/2017 \$..... Total of payments made to ex-partner for year ended 31/03/2017 \$.....																										
STUDENT LOAN Do you have a Student Loan? Yes/No																										
OVERSEAS INCOME Did you receive any Overseas Income such as Super or a Pension? Yes/No If yes, please supply details.																										