

## 2018 Supplementary Questionnaire for rental income

**Name:** .....

**Best contact method:** .....

This questionnaire is designed to be completed one of three ways:

- Print, complete by hand, sign and return to us with your records
- Save the Word document to your computer, complete onscreen, save, and send back to us. If you use this option, the form will still need to be signed.
- Complete in the body of the email (if unable to use the attachment), and tick the statement at the foot of the email. The form will still require signature, and we will arrange this with you prior to completion of the financial reports.

For those clients who have used the BeanCounter online interactive questionnaire in the past, and wish to continue to do so, please email [team@millerjohnson.co.nz](mailto:team@millerjohnson.co.nz). We will still require you to sign the declaration on the last page of this questionnaire.

***This questionnaire has been designed to be as simple as we can make it, given current tax laws and taxpayer and agent obligations.***

***It is important that you answer every question as indicated. Where your response indicates that a separate set of questions or more information is required, contact your usual accountant at our office.***

***When the questionnaire asks a question that you think we already know the answer to, please humour us and answer anyway. Two reasons for this – to some extent this questionnaire has to be generic, and (more important) things change, and we need up to date information from you.***

Let's get started! All questions are for the year 1 April 2017 to 31 March 2018.

**What system do you use to record the rental transactions? Circle or highlight the option below:**

Xero      MYOB      Other software .....      Cashbook      Excel spreadsheet      None of these

***If the answer is none of these, complete the attached workpaper for each rental property***

**For ALL of these options, we need you to answer these questions:**

### **Properties**

Please list the addresses of all rental properties, and supply documents for any rental property bought or sold during the year

*If applicable, list on a separate sheet and supply with this questionnaire*

### **Financing**

*Provide annual bank certificates for all mortgages taken out for rental purposes*

If any new loans of any kind have been taken out during the year, supply details. This will include bank loans, including mortgages, asset finance, and personal finance loans.

Also, if you are considering taking out any finance in the next 12 months, we strongly recommend you let us know. We may be able to assist you to ensure interest costs on loans are tax-deductible, and also assist with asset and business protection.

For new loans, list amount, lender, date and also supply the loan documentation.

Likewise, if you have repaid a loan (for which – well done) supply us with the relevant documentation.

### Rental agents

Supply a copy of all statements received from rental agents during the year unless they are sent to our office. *If you record rental in your accounting system, we will still require the 31 March statement from your rental agent.*

### Rental Assets and Major Maintenance

If any rental assets were bought, sold or scrapped during the year, even if recorded in your accounting system, we need a list showing each item, the date bought or sold, the full purchase/sale price, and paperwork covering any financing. New assets costing less than \$500 may be treated as expenses, and we don't need full details of these – but they do need to be identified so that we can make sure the tax treatment is correct.

Circle/highlight options below:

- No assets were bought or sold during the year - circle/highlight if this is the answer OR
- A list of assets purchased and sold is attached
- Major maintenance work was undertaken on a property and details are attached

(Contact us if you need assistance with this)

### Other:

Have you or any member of your family lived in any property which is usually rented out? YES/NO

Have there been any significant events, such as leaky home, or tenant damage? YES/NO

If you received any bonds during the year, advise details, including payment over to Housing NZ

Is there anything else you wish us to know, or want to say to us? Email or attach to this questionnaire, or give us a call.

### Declaration

Finally, we need you to make some declarations. These declarations should be made by the individual named on the front page, or the name of the declarer clearly indicated below. **If you are unable to state any of the three declarations i.e. they are NOT true or correct, strike a line through that declaration. We will be in touch.**

With respect to the year ended 31 March 2018:

1. I declare that all income from all sources, received by me has been included in the records supplied to Miller Johnson.
2. I declare that I have completed this questionnaire to the best of my knowledge and completely.

(Signed)

(Name)

**RENTAL WORKSHEET**  
**For the Year Ended 31 March 2018**

<b>NAME</b>	
Address of property	
Period available for rental	
Reason if only part year	
Rental Income received (adjusted for bonds in & out)	\$
Less rent refunds paid out	\$
<b>TOTAL RENTAL INCOME</b>	\$

**EXPENSES:**                    **Details:**

If you need to apportion costs, state business share only. Put "nil" if nil

Accounting	\$
Advertising	\$
*Agent's fees	\$
Bank Charges	\$
Insurance	\$
Legal Expenses (for ?)	\$
Interest (Mortgage /Hire Purchase) cross out one	\$
If you pay interest overseas, does the bank have a <b>branch</b> , as opposed to a subsidiary company, in New Zealand? <b>If NO SEE US NOW</b>	<b>YES/NO</b>
Gardening	\$
Power	\$
Travel Costs (State Mileage)	kms
Stationery	\$
Rates	\$
Other (Specify)	\$ \$
Repairs & Maintenance	\$