

7 LOOK THROUGH COMPANY (LTC)

Are your rentals owned in an LTC Company??? Yes No N/A

Valuation Required - Every rental property should have a current valuation report

The cheapest option is probably via www.qv.co.nz – enter the property address & search.

Then choose the E-valuer report for around \$50. EVERY property needs one at least every 2nd year

Please send the valuations (however obtained) to us each year. **NB: A rates valuation is NOT sufficient!**

8 PROPERTIES – PURCHASED OR SOLD

Have there been any properties bought or sold during the financial year? Please Yes No N/A
provide **ALL** Settlement Statements and Sale & Purchase Agreements.

Property Address	Sale or Purchase?	Date	\$	Settlement Stmts Attached
				Tick <input type="checkbox"/>
				Tick <input type="checkbox"/>
				Tick <input type="checkbox"/>
				Tick <input type="checkbox"/>
				Tick <input type="checkbox"/>

9 OTHER ASSETS – PURCHASED OR SOLD

Yes No N/A

If there have been any assets sold or purchased during the financial year please provide details and invoices.

Assets are those items with a life of more than 1 year that cost more than \$500

Assets Sold or Scrapped

Description	Date	\$

Assets Purchased

Description	Date	\$	Invoice Attached
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>
			Tick <input type="checkbox"/>

10 DO YOU HAVE A BOAT, BACH or RENTAL PROPERTY

Yes No N/A

If you rent it out to the public AND you use it yourself then we need the details as shown below.

If you are not sure if it applies to you – please ask

If so we need the following information:

No. of Days **Rent Paid**

\$

Number of days rented or leased to independent 3rd parties _____

Number of days used by you or your family _____ \$

PLEASE PROVIDE A DETAILED LIST OF DATES, NAMES, AMOUNTS ETC

11 CREDITORS / ACCOUNTS PAYABLE / ARREARS

Yes No N/A

List of all accounts owing at year end (Amounts owing by you for the rental property)

E.g. Rates, Body corp etc

These are invoices received that are dated March but not paid until April or later

Name	What for	Amount

12 LOAN STATEMENTS

Provide copies of Loan statements showing interest and principal paid for the year. Yes No N/A

13 NEW MORTGAGE / LOAN DETAILS

Attach a copy of any other NEW Mortgage / Loan / HP agreements Yes No N/A

14 REPAIRS AND MAINTENANCE

Attach copies of invoices for all repairs and maintenance over \$500 Yes No N/A

15 DONATIONS / SPONSORSHIP RECEIPTS

Attach ORIGINAL receipts for all Donations (or Sponsorship) that were made during the year Yes No N/A

16 LEGAL EXPENSES & SETTLEMENT STATEMENTS

Attach copies of invoices for all legal fees in the last financial year. We also need copies of ALL settlement statements for any properties bought or sold Yes No N/A

17 RENTAL PROPERTIES

Please complete the following details for all rental properties that you own. A new line will be required if the tenant changed during the year.

Property Address	Tenant Name	Date Tenancy Began	Date Tenancy Ended	Weekly Rental	Did weekly rental change during the year	
					Date Rent Change	New Weekly Rent

18 PROPERTY NOT AVAILABLE FOR RENT

Was there a period the property was not available for rent during the year? E.g. the property was being renovated, used by family etc Yes No N/A

Property Address	For what reason was it Unavailable	Date became not available	Date became available to rent again	Date began advertising for new tenants

19 TRAVEL

Travel to inspect the property is generally deductible. **Either:** Yes No N/A

Indicate the actual costs (receipts needed) \$ _____ Number Km's
OR The number of kilometers travelled _____

Remember - you must be able to justify this mileage with a logbook or similar (don't guess!)

20 A – INTEREST RECEIVED

Attach Interest certificates – include PIE statements too Yes No N/A

21 DIVIDENDS RECEIVED

Attach Dividend certificates Yes No N/A

