

Name:

Balance Date: 31 March 2020

RENTAL QUESTIONNAIRE CHECKLIST

2020 FINANCIAL YEAR

Please take the time to complete this checklist as it is IMPORTANT and helps us meet the quality standards that are required of us as a member of Chartered Accountants Australia and New Zealand. Providing us with all of the records and information requested in the attached questionnaire will enable us to complete your financial accounts with the minimum of delay and cost.

AUTHORISATION and TERMS OF ENGAGEMENT

I/We hereby instruct Matley Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2020.

I/We accept responsibility for the accuracy and completeness of the information supplied in this questionnaire checklist, which is to be used in the preparation of my/our Financial Statements and Tax Returns. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our Financial Statements. I/we understand that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We understand your work cannot be relied on to detect error or fraud. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We also accept responsibility for all other records and information supplied to you in addition to those set out on the pages 1 to 2.

I/We accept responsibility for any failure by me/us to supply all relevant records and information to you.

This document does not limit our existing signed "Engagement Letter for Compilation Engagement".

In order to assist with the preparation of your Financial Statements and Tax Returns and pursuant to the Privacy Act 1993 I/we authorise Matley Limited to obtain all relevant information as required from my/our banks, solicitors and other third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Client Name: _____ Date: ____ \ ____ \ ____

Client Signature: _____

Rental Income and Expenditure

- Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties; OR
- If a property manager has been used please provide the annual summary statement for the year ended 31 March 2020; OR
- Please provide details of the following for each rental property.
(Use separate sheets if necessary)

Property Address: _____

- Was the property rented for the full 12 Months? Yes / No
- If not, how many months was the property available for rent? _____ months
and please provide details of why.
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Income:

Total Rent Received \$ _____

Expenses:

Rates \$ _____

Insurance – House and Contents \$ _____

Repairs and Maintenance (please attach details or invoices) \$ _____

Mortgage Interest (attach copy of Bank loan summary/statements) \$ _____

Details of any other expense relating to rental property:

_____ \$ _____

_____ \$ _____

_____ \$ _____

- Details of visits to inspect property/conduct property business:
Date, Details, Kms
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Sale or Purchase of Rental Property

If a property was purchased or sold during the 12 months to 31 March 2020 please supply:

- Sale and Purchase Agreement
- Solicitors Settlement Statements
- Details of Chattels purchased or sold with the property
- Mortgage details

Earthquake Matters

Are there any EQC or other ongoing insurance matters? If yes, please provide details.

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