

FINANCIAL STATEMENTS QUESTIONNAIRE – 31 MARCH 2020

RENTAL

CLIENT NAME:

1.	<p>Transaction Records</p> <p>Bank Statements</p> <ul style="list-style-type: none"> Supply all bank statements (cheque & savings accounts) to cover the financial year. Supply cheque butts covering the whole financial year. Ensure all cheque butts are correctly notated, with details of whom you paid and the expense, OR <p>Computer Programme</p> <ul style="list-style-type: none"> If you run your own accounting software please supply backup disk/stick, and/or printouts, e.g. general ledger, trial balance, profit & loss and balance sheet. Supply last bank statement covering the end of the year, OR <p>Xero / Banklink</p> <ul style="list-style-type: none"> If you have been a Xero or Banklink client for the whole year, we will only require the last bank statement to confirm the closing balance at the end of the financial year. 	Yes	No
2.	<p>Property Manager Statements</p> <p>Please provide monthly statements or annual summary</p>	Yes	No
3.	<p>Loan Statements</p> <p>Supply loan statements or annual summary provided by your bank.</p>	Yes	No
4.	<p>Bank Contributions</p> <p>Have you received a bank contribution?</p>	Yes	No
5.	<p>Sale / Purchase of Assets</p> <p>How many Rental properties do you currently own in this entity?</p> <p>How many are holiday home rentals?</p> <p>Did you sell or purchase a new property in the financial year? If yes, please provide copies of the following:</p> <ul style="list-style-type: none"> Sale and Purchase Agreement Legal Settlement Statement Latest Government Valuation or Valuer's Report 	Yes	No
6.	<p>Loans / Mortgages</p> <p>Have you taken out a new loan or mortgage since your last balance date? Please provide loan balances as at your balance date, statements, summaries and/or documentation of the new agreements or any change in borrowings.</p>	Yes	No

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7.	Business Deposits Has all rental income been deposited into the bank account? If not, please provide the date, amount and details of the rental income not deposited.	Yes	No
8.	Rental Expenses Paid Privately Were any rental expenses paid from your personal funds? E.g. vehicle expenses for property inspection/maintenance. Distance travelled for rental business. Kilometres What is the CC rating of your Vehicle? CC rating If yes, please provide the date, amount and details of the items for other expenses.	Yes	No
9.	Was the property available to rent for the whole year?	Yes	No
10.	Were there any major repairs or improvements made during the year?	Yes	No
11.	Chattels Valuation If you have obtained a new chattels valuation, please forward a copy to us.		
12.	Loan Guarantees: Who guaranteed the rental property loans?		
13.	Tax Refund Please advise bank account number for tax refund to be paid into (if applicable) 		

2020 Quote

All fees are being reviewed. Should any price changes need to be made, we will be in touch with you.

No Changes Accept same price as 2019 **YES / NO**

Purchased a new rental?

Accept same price as 2019, plus \$175 + GST for extra work required with property purchase **YES / NO**

Sold a rental?

Accept same price as 2019, plus \$175 + GST extra one-off fee for extra work required with sale **YES / NO**

Other Other changes, or you would just like a full quote for this year. **YES / NO**

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Meeting

With so many changes in the property sector and with tax, we are offering discounted Meetings for 2020 with Ross. A great chance to discuss your long-term strategy and get property really working for you.

Normal cost \$450 + GST, discounted to \$250 + GST

YES / NO

Property Questions

Free email questions and phone calls relating to property investment and trading, Plus 30 minute meeting with Ross about property investment. See more at:

https://www.cswaikato.co.nz/index.php?option=com_content&view=article&id=91&Itemid=125

\$350 + GST for a 12 month period.

YES / NO

Payment

We will send you a tax invoice for the full amount once we receive this completed form. It will set out the payment instalments, amounts and due dates. We try to align your payments with the following;

- 50% 14 days following invoice date
- 50% 1 month later.

If you would like to discuss other payment options, please e-mail Chrissie@cswaikato.co.nz. We do accept credit cards, the final 2/3rd deducted from your tax refunds, and financing by Fee Smart.

Please note: It is our intention that this quote covers all the requirements for the preparation of the financial statements, however, further costs may be incurred should record keeping be inadequate or extra work is required outside the scope of the initial quote. We will advise you prior to any additional costs being incurred.

Authorisation – Name: «fullname»

I/We hereby instruct Coombe Smith to prepare my / our Financial Statements and Taxation Returns for the year / period ending 31 March 2020. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements.

I/We also authorise Coombe Smith to act as our agent for ACC levy purposes. This authorisation allows you to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services – (if required).

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

Signed _____

Signed _____