

2020 Rental Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: Manning Warner Browne Limited

Terms of Engagement

I/We hereby instruct you Manning Warner Browne Limited and staff/contractors as applicable to prepare our Taxation Returns for the 2020 year. 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.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We give authority for any refund credits to be transferred to Manning Warner Browne Limited's trust account prior to refund to me/us.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Name	IRD Number	Signature	Date

Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:

Director	Date of birth	City / Town of birth	Country of birth	Current residential address

Property Details														
Please provide us with the addresses of any rental properties you have. Address: _____ Address: _____ Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____													
Rental Income and Expenditure		<input checked="" type="checkbox"/>												
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties OR Please provide details of the following for each rental property. Use a separate sheet if necessary.		<input type="checkbox"/>												
Income: Total Rent Received \$ _____		<input type="checkbox"/>												
Expenses:														
Accounting fees \$ _____	Phone \$ _____													
Advertising (to rent) \$ _____	Power \$ _____													
Bank fees \$ _____	Rates \$ _____													
Insurance \$ _____	(including regional council rates)													
Legal fees \$ _____	Repairs and Maintenance \$ _____													
Management fees \$ _____	(please attach details or invoices)													
Mortgage Interest \$ _____	Valuation fees \$ _____													
(attach copy of loan summary/statements from bank)	Water rates \$ _____													
Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____														
Details of visits to inspect property/conduct property business: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 50%;">Details</th> <th style="width: 40%;">Kilometres</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>		Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	_____	_____	_____	
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_____	_____	_____												
Home Office Expenses (if applicable)														
If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you may be able to claim a proportion of your home expenses against your rental income. Please provide the following details:		<input type="checkbox"/>												
Area used for Business:	_____ m ²													
Total Area of House & Workshop:	_____ m ²													
Power	\$ _____													
Insurance (Building & Contents)	\$ _____													
Interest (House Mortgage)	\$ _____													
Rates (including regional council rates)	\$ _____													
Repairs and maintenance	\$ _____													
Other	\$ _____													
Total	\$ _____													
Cost of House and Section	\$ _____													
Cost of Section	\$ _____													
Construction materials: (timber, brick, etc) _____														

Residential Land Withholding Tax		
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	
Residential Property Sales		
Have you sold any residential property during the year (not otherwise detailed on the information provided)? If yes, when was the property purchased? If it was purchased with 5 years of the sale date, <ul style="list-style-type: none"> • what was the original purchase price • and the sale price? 	<input type="checkbox"/>	_____ \$ _____ _____ _____
Mixed Use Holiday Home		
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? If yes, provide details of property: _____ _____ Was the property empty for 62 days in the income year? If yes, please complete the following section so we can determine the amount of allowable deductions.	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Mixed Use Holiday Home – Information Required</u>		
The number of days the property was empty during the income year _____ The number of days the asset was used by family or associated persons* during the income year _____ OR where income from any person received was less than 80% of market rate _____ <small>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</small>		
If there is more than one tenant who used the property through the year, please attach details.		
Name of tenant: _____ Relationship to owner (if any): _____ Amount of rent they paid: \$ _____ Dates rented (From: To) _____	<input type="checkbox"/>	
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):		<input type="checkbox"/>
Cost of advertising for tenants	\$ _____	
Cost of repairing damages caused by tenants	\$ _____	
Number of days spent in the property while repairing damages caused by tenants	_____	
Mortgage interest	\$ _____	
Rates	\$ _____	
Insurance	\$ _____	
Repairs/maintenance for general wear and tear	\$ _____	
Other (please give details) : _____ _____		

