



END OF TAX YEAR CHECKLIST FOR RENTAL PROPERTY ACCOUNTS

Please Complete Form and post or fax to :
Xpress Accounting
P.O. Box 402
Silverdale, Hibiscus Coast 0944
New Zealand

Phone : + 64 (09) 426 3456
Free Phone : 0800 773 456
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CLIENT NAME: _____ **Tax Year:** _____

Some of the following information MAY NOT BE APPLICABLE to your rental activity and some information MAY HAVE ALREADY BEEN PROVIDED TO US THROUGHOUT THE YEAR.
If you have more than one rental property, please complete 1 form per property. Please indicate expenses incurred for multiple properties and include these on the first form.
If you require assistance in completing this form please contact us.

Name of LAQC/Company (If applicable) : _____

1) Rental Properties

Please list Address of your rental propety

a No/Street : _____

b Suburb/Town: _____

2) Was this property purchased during this tax year ? **Yes / No**

If Yes, Complete below, if No go to question 3

a Date of Purchase _____

b Price Paid : \$ _____

c Date Made Availabe for rent : _____

d Please attach a copy of the sale and purchase agreement

3) Income

Was the property rented for the full 12 months from 01 April to 31 March **Yes / No**

If No - Please list dates rented

a	From :	To :
b	From :	To :
c	From :	To :

Is the rent you receive paid through a rental agency **Yes / No**

Rents Received (show calculations if necessary)

d		\$
e		\$
f		\$

These amounts are (Please Select Correct One) :

- g From totals shown in my bank account
- h Calculated by rent received each week
- i From totals shown in my rent book
- j From statements received from my rental agent (please attach copies)

4) Expenses

	Please Show expenses	Amount Paid
a	Accounting Fees	\$
b	Administration	\$
c	Advertising	\$
d	Bank Fees	\$
e	Body Corporate Levies	\$
f	Insurances	\$
g	Legal Fees	\$
h	Lawns / Gardens	\$
i	Management Fees	\$
j	Rates	\$
k	Repairs & Maintenance	\$
l	Power	\$
m	Tools & Equipment	\$
n	Travel / Accommodation	\$
o	Vehicle Kilometers Traveled - KM	
p	Water Charges	\$
	Other Charges (Please specify)	
q		\$
r		\$
s		\$

If you have more expenses to claim, please attach a separate sheet.

5) Rental Bank Account Details

	Account Name	Account Number	Opening Balance	Closing Balance
a			\$	\$
b			\$	\$
c			\$	\$
d			\$	\$

6) Mortgage Details

	Mortgage (Bank Acct) Number	Opening Balance	Closing Balance	Principle Paid	Interest Paid
a		\$	\$	\$	\$
b		\$	\$	\$	\$
c		\$	\$	\$	\$
d		\$	\$	\$	\$

7) Chattel (Capital) Purchases During Year

	Description	Date Purchased	Amount paid
a			\$
b			\$
c			\$
d			\$
e			\$