



# INSTRUCTIONS FOR RENTAL QUESTIONNAIRE

## Xero Clients Information Requirements

While the questionnaire is comprehensive, we will require significantly fewer documents for those clients where transactional information has been captured through Xero.

If the majority of the rental property related transactions are recorded through the main bank account (i.e. insurance, interest, rates, maintenance, rents etc), then we **will not** require bank statements for the transactional accounts. The only documents we then require are:

- Mortgage statements at 31 March 2018 (though we can link most of these through Xero now, we need to interest rates and maturity dates).
- Details of any rental related expenses incurred personally (i.e. insurance on credit card)
- Details of mileage travelled when carrying out property inspections / maintenance
- Annual rental summary schedules from your property manager (unless with Lambton Property Management, we receive these directly)
- Lawyer settlement statements around any rental properties purchased or sold during 1 April 2017 to 31 March 2018.

## Non-Xero Clients

For those clients not utilising Xero, we will require **ONE** of the following:

- A spreadsheet detailing bank transactions; or
- A csv download from the bank (through online banking, feel free to ask one of the team how to undertake this); or
- Copies of the bank statements covering 1 April 2017 to 31 March 2018.

Again, if the majority of the rental property related transactions are recorded through the main bank account, then we will only need copies of the documents outlined above in the Xero client section (mortgage statements, personally incurred expenses, mileage etc).

If you are interested in us collecting your rental property transactions through Xero from as little as \$12+gst a month, or would like to know more about Xero, please contact us.

## Use of Home Office

If your company or you hold more than two rental properties, our view is that you are entitled to claim for the use of a home office, as you are now viewed as operating a rental business, as opposed to holding a single investment.

If you are in this situation, please complete the attached home office expenses template, advise us of the home office size and size of your personal home. If you have any questions with regards to home office, please contact us.



## Summary

Can you please complete the attached questionnaires and return to us at your earliest convenience? **There is no need to complete the "Annual Investment Property income and expenses worksheet" if detailed transactional information is provided, i.e. through Xero or a full list of bank transactions are provided.**

If you have any questions with regards to information we require, please call the team.

Kind regards  
The All Accounted For Team