



ANNUAL ACCOUNTS QUESTIONNAIRE FOR INVESTMENT PROPERTIES FOR THE YEAR ENDED 31 MARCH 2018

Property Address:

Property Owners:

Please complete separate questionnaire for each property.

Section 1 - Property Sale or Purchase	Yes	No
(a) Was the property purchased or sold during the year? <i>If "no", go to Section 2. If "yes" attach:</i> <ul style="list-style-type: none"> • Sale and purchase agreement. • Lawyers settlement statements. • Lawyers invoice. 	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(b) Do you wish to claim depreciation on chattels for this property? <i>If "no", go to Section 2. If "yes", please discuss with us.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
Section 2 - Other Issues		
(a) Did you maintain a separate bank account for this property? <i>If "yes", attach the bank statements. If "no", we will need other details of the property income and expenses (please complete attached worksheet).</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(b) Is the rent from this property being deposited into a private account? <i>If "yes", please discuss this with us. We will need to know how much rent was received during the year.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(c) Does the property have a mortgage or other loan? <i>If "yes", provide details of the loan repayments, interest and copy of the mortgage / loan statement at 31 March 2017 showing the outstanding balance.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(d) Did you pay property related expenses out of your private funds? <i>If "yes", provide details of the expenses.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(e) Did you record property related use of your private motor vehicle? <i>If "yes", attach details of the kilometres travelled.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(f) Were there any extended vacancies during the year? <i>If "yes", please discuss this with us.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(g) Is the property occupied by a relative? <i>If "yes", please discuss this with us.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>
(h) Were there any repairs or maintenance which cost more than \$500 during the year? <i>If "yes", please discuss this with us.</i>	<input style="width: 30px; height: 15px;" type="checkbox"/>	<input style="width: 30px; height: 15px;" type="checkbox"/>



Section 3 - Income & Expenses

Yes No

(a) Please provide details of income and expenses, **if the entity is not on Xero**, including:

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- Bank statements (Electronic csv or excel is preferred).
- Cheque butts, if making payments by cheque.
- Invoices, statements and receipts.
- A worksheet detailing income, expenses, deposits and withdrawals, if you are not providing us with electronic bank transactions.

A sample worksheet is attached.



ANNUAL INVESTMENT PROPERTY INCOME AND EXPENSE WORKSHEET FOR THE YEAR ENDED 31 MARCH 2018

Property Address:

Does this worksheet summarise only transactions appearing on the property bank statements?

If "no", then please discuss the source of the transactions listed with us.

Month	Rent	Mgmt Fees	Bank Fees	Insurance	Mortgage Interest	Rates	Repairs (Please describe repairs more than \$500)	Description of Repairs	Other Deposits / Withdrawals	Description of Other Items
April-17	-	-	-	-	-	-	-		-	
May-17	-	-	-	-	-	-	-		-	
June-17	-	-	-	-	-	-	-		-	
July-17	-	-	-	-	-	-	-		-	
August-17	-	-	-	-	-	-	-		-	
September-17	-	-	-	-	-	-	-		-	
October-17	-	-	-	-	-	-	-		-	
November-17	-	-	-	-	-	-	-		-	
December-17	-	-	-	-	-	-	-		-	
January-18	-	-	-	-	-	-	-		-	
February-18	-	-	-	-	-	-	-		-	
March-18	-	-	-	-	-	-	-		-	
Totals	-	-	-	-	-	-	-		-	