

Rental Questionnaire – 31 March 2022

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: Lynch & Associates Ltd

Terms of Engagement

I/We hereby instruct you Lynch & Associates Ltd and staff/contractors as applicable to prepare our Taxation Returns for the 2022 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 Lynch & Associates Ltd'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 5% above the Reserve Bank of New Zealand cash rate, and that all accounts are due for payment 14 days after 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.

- *The authority to act must be signed by all appropriate signatories i.e. all partners in a partnership, trustees in a trust and directors in a company (except where recorded that one director has specific signing authority, or one person has recorded delegated authority from the other owners/members to sign on their behalf). Trustees who are acting as a Trustee in their professional capacity are not required to sign an authority to act, unless all trustees in the Trust are professional trustees, in which case at least one Trustee should sign. See **IRD Information Authority** for full details of this requirement.*

Name	IRD Number	Signature	Date

<p>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:</p>				
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 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:		<input type="checkbox"/>
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:		
Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

Home Office Expenses (if applicable)		<input type="checkbox"/>
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:		
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: _____ _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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"/>
<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):		
Cost of advertising for tenants	\$ _____	<input type="checkbox"/>
Cost of repairing damages caused by tenants	\$ _____	
Number of days spent in the property while repairing damages caused by tenants	_____	
Mortgage interest	\$ _____	<input type="checkbox"/>
Rates	\$ _____	
Insurance	\$ _____	
Repairs/maintenance for general wear and tear	\$ _____	
Other (please give details) : _____		

Mixed Use Boat or Plane	
<p>Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, provide details:</p> <p>Description: _____</p> <p>Market value: \$ _____</p> <p>Was the asset unused for 62 days in the income year? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p> <p><u>Mixed Use Boat or Plane – Information Required</u></p> <p>The number of days the asset was unused during the income year _____</p> <p>The number of days the asset was used by family or associated persons* during the income year _____</p> <p>OR where income from any person received was less than 80% of market rate _____</p> <p>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</p> <p>For non-associated persons where payment received is at least 80% of market value:</p> <p>Number of days the asset was used: _____</p> <p>Income received: \$ _____</p> <p>Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):</p> <p>Cost of advertising for hireage \$ _____</p> <p>Cost of repairing damages caused by hireage \$ _____</p> <p>Operating costs / supplies \$ _____</p> <p>Insurance \$ _____</p> <p>Repairs/maintenance for general wear and tear \$ _____</p> <p>Other (please give details)</p> <p>_____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Details Required (if applicable)	
<ul style="list-style-type: none"> • Solicitors Settlement Statement <input type="checkbox"/> • Sale and Purchase Agreement <input type="checkbox"/> • Loan details for property purchased <input type="checkbox"/> • A copy of the latest Rateable Valuation <input type="checkbox"/> • Any notifications provided to IRD of residential property held on revenue account (taxable on sale) <input type="checkbox"/> • A list of chattels with their dates and value for properties bought or sold during the year <input type="checkbox"/> 	<input type="checkbox"/>

**Thank you for completing this questionnaire
Don't forget to sign it**