

# Rental Property Year End Questionnaire

**Financial Year Ended:**

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You instructed us to prepare your Financial Statements and Tax Returns. You undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

It is important to understand that it is not the responsibility of Darvill Mellors & Co Limited to detect error or fraud and that the work undertaken has been prepared only for you. We are not responsible for any loss or claim by any third party.

You authorise Darvill Mellors & Co Limited to communicate with your bankers, solicitors, finance companies, Inland Revenue, ACC or other third-party organisation to obtain information necessary to prepare your Financial Statements and Tax Returns. If you do not wish us to have this authority, please delete the following (**authority granted**).

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Signature

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Date

**Please complete these details to ensure our records are up to date.**

**Name:**

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**Contact Numbers:**

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**E-mail:**

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**Postal Address:**

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# Questionnaire

Records Required	✓ or N/A	Details
Bank statements	<input type="checkbox"/>	Please provide a csv file of the bank statement transactions for the full year from 1 April till 31 March (not necessary if using an accounting system). AND provide the closing bank account balances as at 31 March for all bank accounts.
Property Managers statements	<input type="checkbox"/>	Please provide a copy of the year end summaries PER PROPERTY.
Loan statements	<input type="checkbox"/>	Please provide statements showing the year end closing balances or the year end summaries
Legal and Loan Documents	<input type="checkbox"/>	Please provide copies of any sale & purchase agreements and solicitor's statements relating to any legal transactions that occurred during the year.
Valuation Reports	<input type="checkbox"/>	Please provide copies of any valuation reports including chattels valuations – if applicable.
Was the Code Compliance Certificate issued on or after 27 March 2020 for any new properties purchased?	<input type="checkbox"/>	If so please provide a copy of the Code Compliance Certificate.
Did you occupy the property, in part or in full, during the financial year?	<input type="checkbox"/>	If so what percentage of the property was occupied?
Have any expenses been paid from Personal Funds?	<input type="checkbox"/>	Please provide a detailed list.
Did you undertake any major repairs & maintenance during the year?	<input type="checkbox"/>	
Was the property available to be rented for the full financial year?	<input type="checkbox"/>	If not, how many months was the property available?  If the property was a holiday home used for short term rentals, how many nights was the property rented (at market rent) ?  And how many nights was it used personally?

## Schedule 1 – Home Office Details

Home Area (in square metres)	
Office Area (in square metres)	

Business floor area is            %

Home expenses to be apportioned for the year ended 31 March:

Mortgage Interest or Rent	
Electricity & Gas	
Insurance	
Cleaning	
Rubbish Removal	
Repairs & Maintenance	
Rates	
Body Corporate Levies	
Security	
Other	
Phone <ul style="list-style-type: none"> <li>• Mobile</li> <li>• Home phone</li> </ul>	
Internet	

*Note: We recommend claiming home office expenses if you are in the business of renting properties i.e. have multiple rental properties*

## Schedule 2 – Rental Summary

Property Address \_\_\_\_\_

Rental Income	
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**Expenses**

Advertising	
Body Corporate Levies	
Cleaning	
Gardening & Rubbish Collection	
Insurance	
Interest Paid on the Mortgage	
Legal Fees	
Property Management Fees	
Rates	
Repairs & Maintenance	
Travel (including vehicle mileage - a logbook must be kept)	
Valuation Fees	
Any Other Expenses	

Note: This only needs to be completed if you haven't provided bank statements or a reconciled cashbook.