

# Rental Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2017	Email:	

To:

## Terms of Engagement

I/we hereby instruct you to prepare our Taxation Returns for the 31 March 2017 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. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

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 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following 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.

Please provide us with the bank account number you wish any refunds to be paid to

Bank				Branch				Account Number						Suffix			

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 and for how long. _____ _____

Sale/Purchase of property (if applicable)	✓
Did you buy or sell a rental property? <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div> If yes, we require the following: <ul style="list-style-type: none"> <li>Solicitors Settlement Statement</li> <li>Sale and Purchase Agreement</li> <li>Loan details for property purchased</li> <li>A copy of the latest Rateable Valuation</li> <li>A list of chattels with their dates and value for properties brought or sold during the year</li> <li>If Residential Land Withholding Tax has been deducted and paid to the IRD, please provide details e.g. IR1100 Residential land withholding tax return.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

