



RENTAL CHECKLIST 2014

ADDRESS OF PROPERTY: _____

(NB. Please use a separate page for each property)

RENTAL INCOME: \$ _____ per week for _____ weeks.

EXPENSES:

1. Collection costs or number of kilometers driven to collect rents and service property.
2. Interest paid on mortgage/loan over the property
(Please provide loan statements detailing interest paid and the closing balance)
3. Insurance.
4. Legal expenses (please attach full details)
5. Power if applicable.
6. Rates
7. Repairs and Maintenance. (Please provide a detailed breakdown)
8. Telephone (if applicable)
9. Other expenses - please provide details eg. advertising, agency commissions, cleaning.

Devine Enterprises Ltd T/As Devine Accounting

3 Homestead Place, Glenview, Hamilton

Dee Devine

027 361 3248

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10. Are you registered for GST? If so, supply copies of all GST returns together with workings.

11. If this is the first year you have owned a property please also provide:

- Cost of property
- Type of materials building constructed of eg. brick, wood
- Number of months property has been let
- Latest Government Valuation
 - Land value
 - Value of improvements
 - Capital value
 - Date of Government Valuation
- Copy of solicitors settlement statement with purchase details

12. If you have sold a property during the year please provide:

- Copy of solicitors settlement statement with sale details
- Date of sale
- Date property initially purchased

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. I/We understand that a compilation is limited to the collection and summarisation of financial information supplied by me/us and does not involve the verification of that information.

Client Signature

Date:

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Name: _____

Year End: 31 March 2014

HOME OFFICE EXPENSES

If you use a portion of your home as an office for your business, you can claim this for taxation purposes. Please complete the details below.

Address of Property: _____

Area of House used for business _____
Total area of house _____

List of House Expenses for the Financial Year

Interest on mortgage (do not include principal) _____

Rent (if renting) _____

Rates/Water Rates _____

Insurance _____

Power & Gas _____

Repairs (details listed below) _____

Security System (monitoring changes)

Telephone

Monthly phone rental charges _____

Business cell phone costs _____

Business toll calls _____

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