



2024 ANNUAL RENTAL CHECKLIST

Please find attached our checklist for rental accounts and tax returns.

We ask that you complete the checklist and return it to us as early as possible with your relevant records as indicated on the checklist. It is important to sign the checklist which gives us the authority to access information and file returns on your behalf.

We look forward to hearing from you and please do not hesitate to contact us if you have any questions.

Regards
ACCOUNTING EXTRA LTD

Angela Lusty

Mark O'Brien



Rental Statements Questionnaire – 2024

To: _____
Client Name

IRD No.: _____ - _____ - _____

Balance Date: ___ / ___ / _____

Terms of Engagement

As the client, I hereby instruct Accounting Extra Ltd to prepare a rental income statement and taxation returns for the 2024 tax year for the above entity and any associated entities. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. Accounting Extra Ltd's services are not intended to, and accordingly will not result in the expression of an opinion on the financial statements, or in the fulfilling of any statutory audit or review requirements.

I understand that the financial statements and tax returns are prepared for our own use and are to determine any tax liabilities. Accounting Extra Ltd does not accept responsibility to any other person or organisation for the contents of the financial statements.

By signing below, you give Accounting Extra Ltd authority to:

- Access and change information from the IRD for all tax types; this may be via telephone, via fax, in writing, via IRD Online Lookup, via email or other internet communication.
- Access and change information from the ACC via telephone, in writing or through ACC Online.
- Verify financial information held by other parties.

Signed

.....
Signature

.....
Name

.....
Date

.....
Signature

.....
Name

.....
Date



CHECKLIST FOR ANNUAL FINANCIAL STATEMENTS 2024 TAX YEAR

Please check the list below to ensure you have provided all the applicable information.

Please check relevant matters, not all questions will apply to you

Bank transactions for the full financial year, either in a CSV file downloaded from Internet banking, accounting software program, or physical bank statement	
Physical bank statement for all business accounts showing the balance at the end of the financial year, which also reconciles to your software program	
A balanced and reconciled cash book – if one is kept	
Supplier statements and invoices	
Loan statements, or annual loan summary of interest & principal paid	
Legal statements relating to property transactions	
List of creditors (accounts payable) & debtors (accounts receivable)	
Record of assets purchased/sold/disposed or written off	
If GST registered, copies of GST returns, workings and assessments	
Copies of other IRD returns, workings and assessments	
Family support details	
Interest and RWT certificates	
Dividend certificates	

E-mail

If you use e-mail and are happy for us to contact you via e-mail please complete the following:

What is your e-mail address

Bank and Cash Transactions

Ensure bank balance in your software program reconciles to the actual bank statement. Personal expenses and drawings have been correctly coded or clearly marked.

- Was all the rent banked into a rental bank account? Yes/No
If no, provide details of rent taken as cash and used privately or rent banked into another account:
- Have you paid any rental expenses from funds other than the rental bank account? Yes/No
If yes, please schedule.
- Were there any property transactions (or other rental transactions) carried out via your solicitor? **If yes**, please enclose legal statements. Yes/No

Goods & Services Tax (GST)

Are you registered for GST? Yes/No
If yes, please supply details of your workings together with a copy of each GST Return.

Investments & Overseas Transactions

- Did you pay any expenses for your rental property to people/businesses who are not New Zealand residents? **If yes**, please attach details. Yes/No
- Have you purchased or sold any investments during the year? Yes/No
- Do you have any overseas investments, or have you received income from overseas? **If yes**, please detail and supply copies of the appropriate documentation. Yes/No

Debtors (Accounts Receivable) and Cash on Hand

Total rent owed to you or rent received as cash and not banked at the 2024 year end (GST inclusive) \$.....

Please schedule below or attach list of debtors.

Name of debtor	Gross amount	GST	Net amount
TOTAL:			

Creditors (Accounts Payable)

Total rental expenses owed by you at the 2024 year end (GST inclusive) \$.....

Please complete the schedule below or attach a list of creditors.

Name of creditor	Type of expense	Gross amount	GST	Net amount
TOTAL:				

Assets

Review the fixed asset schedule attached to last year's financial statements and complete the appropriate sections below for all purchases, sales or disposals/write-offs.

Purchases

Asset	Date of Purchase	Purchase Price including GST	Financed Yes/No

Attach a copy of the invoice relating to any asset purchased for over \$1,000 (excl GST)

Sales / Write off

Asset	Date of Sale	Sale Value including GST	Date funds deposited, or details of trade-in if proceeds not received

Did you purchase or sell a property during the year? Yes/No

If yes, what date was the property sold?

What date was the property purchased?

If known, when was code of compliance issued?

We may require a copy of the solicitors' settlement statement, the sale and purchase agreement and any other relevant documentation.

Mortgages/Loans/Hire Purchase/Other Finance Funding/Future Commitments

Did your rental investment enter into any loan agreements or refinance during the past financial year? **If yes**, please supply copies of all the documentation. Yes/No

Family Support

Are you currently registered for Working for Families? Yes/No
If yes or if you would like to see if you qualify please attach details of the children's names, IRD numbers and birth dates.

Your time and effort in completing this form is much appreciated by the team at Accounting Extra Ltd.

