



# FINANCIAL STATEMENTS – 2020 RENTAL QUESTIONNAIRE

Ensure this questionnaire is completed and included with your records.

Taurus Ref: \_\_\_\_\_

|                          |  |                   |  |
|--------------------------|--|-------------------|--|
| <b>Client Name:</b>      |  |                   |  |
| <b>Balance Date:</b>     |  | <b>Phone:</b>     |  |
| <b>Email:</b>            |  | <b>Cellphone:</b> |  |
| <b>Physical Address:</b> |  |                   |  |
| <b>Postal Address:</b>   |  |                   |  |

To: Taurus Group Ltd.

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 carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to obtain information from Inland Revenue about all tax types. This includes information through all Inland Revenue media and communication channels.

Signature \_\_\_\_\_

Date \_\_\_\_\_

| Records Required (For 12 months to Balance Date)   | Comments                 |   |
|--|--------------------------|---|
| <b>Electronic Data</b>   |                          |   |
| If you are providing your financial data in electronic form please advise the password.                          | <input type="checkbox"/> | Password _____  |
| Please provide a copy of your data file either on a USB stick or email the file to us.                           | <input type="checkbox"/> | If you use Xero, please arrange to invite us as a user. |
| Please provide a copy of the year end bank statement and the bank reconciliation at that date.                   | <input type="checkbox"/> |   |
| <b>Bank Statements, Cheque Books, Deposit Books</b>  |                          |   |
| Please make sure they are all there and that all cheque and deposits are clearly identified as to what they are. | <input type="checkbox"/> |   |

## Rent Received

**Where you employ a Property Manager**, please supply copies of their monthly or annual rental summaries.

**Or**

**Where you do not employ a Property Manager**, please supply bank statement highlighting rental deposits.

## Loan Statements

Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.

## Expenses

### Insurance

Please supply copies of your insurer's invoice that you paid during the year.

\$ \_\_\_\_\_

### Rates

Please supply copies of **all** your rates demands paid during the year for the rental property.

\$ \_\_\_\_\_

### Repairs & Maintenance

Please supply copies of invoices for expenditure over \$500 incurred during the year.

\$ \_\_\_\_\_

### Other Expenses

Please supply details of all other expenses that specifically relate to your rental property (eg, bank fees on rental property account, advertising, accountancy fees, etc).

\$ \_\_\_\_\_ For \_\_\_\_\_

\$ \_\_\_\_\_ For \_\_\_\_\_

## Major Renovations

Please supply details of work undertaken.

## Purchase of Rental Property

Did you purchase a rental property during the financial year?

Yes  No

If **Yes** please supply the following details:

- A copy of your solicitor's settlement statement and Sale and Purchase Agreement
- A list of chattels purchased with the property (eg, carpets, oven, light fittings, gas/solid fuel fire etc).

|   |                          |  |
|---|--------------------------|--|
| <ul style="list-style-type: none"><li>• A copy of the valuation report if applicable, or details of the government valuation at date of purchase.</li></ul> | <input type="checkbox"/> |  |
|---|--------------------------|--|

### Sale of Rental Property

|   |                          |  |
|---|--------------------------|--|
| Did you sell your rental property during the financial year?  |                          | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If <b>Yes</b> please supply the following details:  |                          |  |
| <ul style="list-style-type: none"><li>• A copy of your solicitor's settlement statement and Sale and Purchase Agreement</li></ul> | <input type="checkbox"/> |  |
| <ul style="list-style-type: none"><li>• A copy of the valuation report if applicable, at date of sale.</li></ul>                  | <input type="checkbox"/> |  |
| <ul style="list-style-type: none"><li>• A final loan statement showing loan balance paid off.</li></ul>                           | <input type="checkbox"/> |  |

### Other Information

Details of anything else we should be aware of in relation to the preparation of your accounts.

**Thank you for completing this questionnaire  
Don't forget to sign it on page 1.**