

AccountabilityNet

Smart Business

Rental Questionnaire – Using Xero - 31st March 2020

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2020		
		Email:	

Terms of Engagement

I/We hereby instruct AccountabilityNet Ltd to prepare our Taxation Returns for year ended **31 March 2020**. 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.

I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however anything should come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

I/We authorise Accountability Net Ltd to obtain information from Inland Revenue through all channels including electronic ones and contact necessary third parties for information such as bank statements or interest details, liaison with lawyers, hire purchase agreements, or other parties should this be necessary to obtain information required to complete my/our financial statements.

The authorisation is limited to the collection of data necessary for completion of my/our accounts. Authorisation is given to obtain information for all tax types (except child support).

I/We undertake to pay all fees payable within seven (7) days of the date of the invoice, unless an alternate payment arrangement had been made.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.

Signature is required for each entity – Company/Partnership/Trust/Individual including Directors & Shareholders

Full Name _____ Signature _____ Date _____

Full Name _____ Signature _____ Date _____

Full Name _____ Signature _____ Date _____

PLEASE NOTE: - In accordance with the AML/CFT Act, please attach a copy of your driver's licence or passport & proof of address for each Individual, Trustee & Shareholder.

Property Details	
Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____

Rental Income and Expenditure		
Please supply or confirm the last bank statement covering the end of the financial year 31 st March 2020 Please supply Resident Withholding Tax (RWT) and Non-Resident Withholding Tax (NRWT) Certificates Please advise any reconciliation query items in the Xero ledger & provide any supporting documents or communication relating to large or unusual transactions for the period ending 31 st March 2020.		
Loans / Mortgages		
Have you taken out a new loan or mortgage since your last balance date? If yes, please provide loan balances as at your balance date, statements, summaries and/or documentation of the new agreements or any change in borrowings. Note:- Xero is a live ledger, so any loan or mortgage changes we need to be advised to capture these transactions. Please provide details of the following for each rental property. Use a separate sheet if necessary.		
Income:		
Total Rent Received	\$ _____	
Expenses:		
Rates	\$ _____	
Insurance	\$ _____	
Repairs and Maintenance (please attach details or invoices)	\$ _____	
Mortgage Interest (attach copy of loan summary/statements from bank)	\$ _____ Details of	
any other expense relating to rental property:		
_____	\$ _____	
_____	\$ _____	
Details of visits to inspect property/conduct property business:		
Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Details Required	
<ul style="list-style-type: none">• Solicitors Settlement Statement• Sale and Purchase Agreement• Loan details for property purchased• A copy of the latest Rateable Valuation• A list of chattels and their value for properties bought or sold during the year	

Payment of fees: All accounts are payable within seven (7) days of the date of invoice (unless an alternate payment arrangement has been made). If an account is not paid within seven (7) days after the due date (this includes due dates relating to alternate payment arrangements), the account may be referred to a debt recovery agency and we may charge you a minimum default fee of 25% of the unpaid portion of the price to cover our legal and recovery costs.

The account may also be recorded on a credit information database held by a credit reporting agency.

**Thank you for completing this questionnaire
Don't forget to sign it**