

# RENTAL/PERSONAL INCOME - year ended 31 March 2011

Our Ref .....

CLIENT INFORMATION QUESTIONNAIRE

NATURE OF BUSINESS .....

NAME OF CLIENT ..... BALANCE DATE 31 March 2011

(Please send us your records when they are as complete as possible)

## PERSONAL INCOME RECEIVED

√ N/A

### Income Received

### Please Provide

Pensions or annuities Advice Notices (not National Superannuation)

Interest and Dividends Annual Interest Summaries    
including details of withholding  
tax deducted and imputation credits

Other income e.g. Rental, Trust and Estate Income Full details of income received    
and expenses to be claimed  
against income (Refer Section Below)

### Foreign Investment Funds

Certain foreign investments may fall under new tax rules.

If you have any of the following:

1. Shares in a foreign company or foreign unit Trust.
2. An interest in a life insurance policy issued by a foreign company.
3. An interest in a foreign superannuation scheme.
4. You receive a pension or annuity from a foreign life insurance policy.

(NOTE SOME OVERSEAS INVESTMENTS ARE EXCLUDED FROM THE NEW RULES. PLEASE PHONE US TO DISCUSS IF YOU FEEL YOU HAVE ANY INVESTMENTS THAT REQUIRE DISCLOSURE).

Please provide us with the value of the investment on the 1/4/10 and the 31/3/11 and any dividends received or reinvested during the year to 31/3/11.

Any other income Full details.....    
e.g. Worldwide income - Overseas income  
.....  
.....

**(PLEASE NOTE THAT WAGE INCOME AND TAX DEDUCTED DETAILS WILL BE AUTOMATICALLY SENT TO THIS OFFICE BY INLAND REVENUE DEPARTMENT).**

## WORKING FOR FAMILIES TAX CREDITS

### THE THRESHOLDS FOR ELIGIBILITY FOR WORKING FOR FAMILIES HAVE INCREASED SUBSTANTIALLY.

If you have not had this before and you wish for us to check please tick the box.

Do we have details of any children and their IRD numbers. If we need to apply for IRD numbers we will need copies of birth certificates.

Name	Date of birth	IRD number
.....	.....	.....
.....	.....	.....
.....	.....	.....

## REBATES

Do you wish for us to complete a rebate claim for your for donations and child care costs  Yes  No  
Please supply: Receipts for all payments made and note that donations to schools must say donation on the receipt.

## RENTAL PROPERTY

**Is the property in question owned by a LAQC Company**  Yes  No

Has there been any change in shareholding of the company that we need to be aware of.  Yes  No  
If so please provide details

If the Property is owned by a company we will need all bank statements for the company or a summary of transactions for the year that reconcile to the bank account movements.  √  N/A

Addresses of Property(s) rented  
.....  
.....

**RENTAL PROPERTY (CONTINUED)**

	√	N/A
Rental Income Received (per property) .....	<input type="checkbox"/>	<input type="checkbox"/>
Expenses: Rates .....	<input type="checkbox"/>	<input type="checkbox"/>
Insurance - House .....	<input type="checkbox"/>	<input type="checkbox"/>
Insurance - Contents .....	<input type="checkbox"/>	<input type="checkbox"/>
Water Charges .....	<input type="checkbox"/>	<input type="checkbox"/>
Security Costs .....	<input type="checkbox"/>	<input type="checkbox"/>
Advertising Costs .....	<input type="checkbox"/>	<input type="checkbox"/>
Phone/ Cellphone Connection .....	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Expenses/ (Mileage/Kms) .....	<input type="checkbox"/>	<input type="checkbox"/>
Body Corporate Costs .....	<input type="checkbox"/>	<input type="checkbox"/>
Leasehold Costs .....	<input type="checkbox"/>	<input type="checkbox"/>
Legal Fees .....	<input type="checkbox"/>	<input type="checkbox"/>
Management Commissions/Fees .....	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage Interest (interest paid only, not interest and principal combined) .....	<input type="checkbox"/>	<input type="checkbox"/>
Other Expenses e.g. Bank fees .....	<input type="checkbox"/>	<input type="checkbox"/>
Repairs & Maintenance .....	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Please detail the nature of the repairs undertaken)</i> .....		
<i>E.G. Repair to roof, polish floors, repairs to plumbing</i> .....		
Improvements to the property .....	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Please detail the nature of the improvements completed)</i> .....		
<i>E.G. New bathroom, new roof (in full), deck, new kitchen</i> .....		

If summaries are not supplied please provide us with either:

A. Bank statements with rental income and expenses coded on statements for the full income year or:

B. Receipts for expenses for the income year together with a total figure for rent received. The expenses should be grouped into different categories e.g. Rates, Insurance etc.

**Is this the first year of the rental Property? If so please provide the following:**

Solicitors Settlement Statement (in full) and Government valuation of property	<input type="checkbox"/>	<input type="checkbox"/>
Breakdown of estimated value of chattels i.e. Stove, Light Fittings, Lino, Carpet, Curtains, etc, Please show estimated value for each item, E.G. Carpet \$5000, Light Fittings \$2,000, Curtains \$3,000	<input type="checkbox"/>	<input type="checkbox"/>
Do you wish for us to claim depreciation on buildings and chattels (this must be decided in the first year)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(please tick)

**TERMS OF SERVICE**

Weston & Associates will compile your financial statements, in accordance with the standards applicable to compilation engagement from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information.

Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement. Our services can not be relied upon to detect any fraud or error in the organisation.

It is understood and agreed that:

You will provide us with accurate and complete information necessary to compile such statements and you will accept responsibility for any failure to supply us with all the relevant records and information.

The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.

If you have any questions please discuss these with us before signing this questionnaire.

We agree to the terms above and confirm that the information supplied above is accurate and complete in all respects.

We hereby authorise Weston & Associates to seek any information, (for any tax type), they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue Department and Registrar of Companies, from our Solicitor, Adviser, Employees, Bank, or other financial institution and we hereby also authorise our Solicitor, Adviser, Employees, Bank, or other financial institution to supply such information.

SIGNED .....

Dated .....