



Once completed please return to:

Ainger Tomlin Ltd
Level 1, AMI House
116 Riccarton Road
PO Box 8237
CHRISTCHURCH 8440

RENTAL

WORK PHONE _____

FAX _____

HOME PHONE _____

CELL _____

EMAIL _____

WEB _____

TERMS OF ENGAGEMENT

I accept responsibility for the accuracy and completeness of the information supplied, which will be used in the preparation of my Financial Reports. You are not to complete an Audit, nor do I wish you to undertake a detailed Review of my affairs, in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Financial Reports. I understand your work cannot be relied on to detect error and fraud, and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the Financial Reports will be prepared at my request, and for my purposes only, and that you will not be liable for any losses, claims or demands by any third person.

In order to assist in the preparation of the Financial Reports I hereby authorise Ainger Tomlin Ltd to contact my bank, solicitor or any other parties who may be able to assist directly.

I agree to Ainger Tomlin Ltd's payment terms being that payment is due by the 20th of the month following invoice date, and acknowledge that Ainger Tomlin Ltd reserve the right to charge interest on overdue invoices.

CLIENT SIGNATURE _____

DATE _____

INFORMATION REQUIRED

Please complete one form for each rental property

RENTAL PROPERTY ADDRESS _____

MANAGED PROPERTY

Was this property professionally managed? Yes/No

If yes, please provide copies of all Statements from your Property Manager for the year

RENTAL PERIOD

Was the property rented for the full 12 months? _____

If not, how many months was the property available for rent? _____

MANUAL SYSTEMS

- All Bank Statements, Cheque Butts and Deposit Slips
- Reconciled Cashbook (if prepared)

COMPUTERISED SYSTEM (MYOB or other product)

- Please send in a backup - either email, disk or memory stick
- Bank Statement(s) showing the 31 March 2009 balance for **all** bank accounts

RENTAL INCOME & EXPENDITURE

If you do not operate a separate rental bank account please provide the following information along with supporting documentation.

Total Rent Received \$ _____

Insurance \$ _____

Rates \$ _____

Mortgage Interest \$ _____

Repairs \$ _____

Other (detail) \$ _____

Other (detail) \$ _____

Travel Expenses: Annual km's travelled in relation to rental property _____ kms

SALE OR PURCHASE OF RENTAL PROPERTY

If the property was bought or sold during the year please supply the following:

- Sales & Purchase Agreement
- Solicitors Settlement Statement
- Mortgage Details

COMPANY ADMINISTRATION (if applicable)

Please advise if there have been any changes to Directors, Shareholders or their address(es) thereof.