



**Once completed please return to:**

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

## **RENTAL CHECKLIST**

|                   |       |             |       |
|-------------------|-------|-------------|-------|
| <b>WORK PHONE</b> | _____ | <b>FAX</b>  | _____ |
| <b>HOME PHONE</b> | _____ | <b>CELL</b> | _____ |
| <b>EMAIL</b>      | _____ | <b>WEB</b>  | _____ |

---

### **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.

In order to comply with the Unsolicited Electronic Messages Act 2007, I agree to continue receiving emails from Ainger Tomlin Ltd.

**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 2010 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.