

Once completed please return to:

Ainger Tomlin Ltd
Level 1, Ainger Tomlin House
136 Ilam Road, Ilam
CHRISTCHURCH 8041
PO Box 8237, Riccarton
CHRISTCHURCH 8440

RENTAL CHECKLIST

WORK PHONE	_____	FAX	_____
HOME PHONE	_____	CELL	_____
EMAIL	_____	WEB	_____

BANK ACCOUNT NUMBER FOR TAX REFUNDS:

AUTHORITY TO PREPARE TAX RETURN AND FINANCIAL REPORTS

We accept responsibility for the accuracy and completeness of the information supplied, which is to be used in the preparation of our Tax Return and Financial Reports. You are not to complete an audit, or undertake a detailed review of our affairs, in order to substantiate the accuracy of the information, and therefore you are unable to provide any assurance on the Financial Reports. We 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 us. We further understand that the Financial Reports will be prepared at our request, and for our 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 we authorise Ainger Tomlin Ltd to contact our bank, solicitor, or any other parties who may be able to assist directly.

We 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 reserves the right to charge interest on overdue invoices and on-charge any debt collection and/or legal costs per our Terms of Engagement.

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

CLIENT SIGNATURE _____ **DATE** _____

INFORMATION REQUIRED

Please complete one form for each rental property
All checklists are available to download from www.aingertomlin.co.nz

☐ 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 SYSTEM

- All bank statements, cheque butts and deposit slips
- Reconciled cashbook (if prepared)

☐ COMPUTERISED SYSTEM

• Cloud Based Programs (eg Xero)

Invite support@aingertomlin.co.nz into the accounting system

• Desk Based Programs (eg MYOB, Quickbooks)

Email a backup with username and password to support@aingertomlin.co.nz

• All Computerised Systems

Copy of the bank statement for each bank account and credit card showing the balance as at 31 March 2018

☐ GST (if applicable)

Copy of all GST returns and related workpapers

☐ 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 \$ _____

Mortgage Interest \$ _____

Other (detail) \$ _____

Rates \$ _____

Repairs \$ _____

Other (detail) \$ _____

Travel Expenses: Annual kms 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:

- Sale and Purchase Agreement
- Details of chattels purchased with the property
- Solicitors settlement statement
- Mortgage details