



**Please see attached page on sending
this checklist and other financial
information to Ainger Tomlin**

RENTAL CHECKLIST

WORK PHONE _____ **FAX** _____

HOME PHONE _____ **CELL** _____

EMAIL _____ **WEB** _____

BANK ACCOUNT NUMBER _____ *(enter bank account number)*

(FOR TAX REFUND PURPOSES) eg 00-0000-0000000-000

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

- A copy of all bank statements, credit card statements and loan statements showing the balance as at 31 March 2019
- See attached page on sending your financial information to Ainger Tomlin

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 \$ _____ Rates \$ _____

Mortgage Interest \$ _____ Repairs \$ _____

Other (detail) \$ _____ 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