

ANNUAL CLIENT QUESTIONNAIRE – Rental

CLIENT DETAILS	
Entity Name _____	IRD No _____
Entity Type Company / Trust / Partnership / Sole Trader	Balance Date _____
Address _____	
Contact Person _____	Mobile No _____
Email Address _____	Phone No _____

Management Accounting Solutions Ltd, Chartered Accountants, are hereby instructed to prepare our financial statements and taxation returns for the year ended on the above balance date.

We accept full responsibility for the accuracy and completeness of the information supplied, and any other information which may be provided. We also accept full responsibility for any failure to supply all relevant records and information to Management Accounting Solutions Ltd and its employees.

We understand that this information is to be used in the preparation of financial statements and/or taxation returns and that this work cannot be relied upon to detect error or fraud and that Management Accounting Solutions Ltd and its employees accept no liability for the accuracy and completeness of the information supplied by us.

We further understand that the financial statements and/or tax returns will be prepared at our request and for our purposes only and that Management Accounting Solutions Ltd and its employees will not be liable for any losses, claims or demands by any third party.

We authorise Management Accounting Solutions Ltd, Chartered Accountants, to communicate with our bankers, solicitors, finance companies and any other persons or organisation in order to obtain any information which may be required in order to prepare our financial statements and taxation returns.

We understand payment of account is due on the 20th of the month following invoice unless prior arrangement has been made with Management Accounting Solutions Ltd.

Name _____

Position _____

Signed _____

Date _____

Please complete the questionnaire as at the balance date stated on the front page.

Email information, where possible, to info@moneymetrics.co.nz.

1. RECORD KEEPING (if we are to populate figures)

Accounting Software _____	Version _____
User name _____	Password _____
Address of property _____	
Term of tenancy(s) _____	

2. BANK ACCOUNTS (if we are to populate figures)

Provide cheque bank account verification	Balance _____
Provide savings bank account verification	Balance _____
Provide other bank account verification	Balance _____

3. RENTAL INCOME (if providing your own figures)

Rent Received	Total _____
Expenses Reimbursed (eg water rates, etc)	Total _____
Per spreadsheet/bank statements/manual workings	

4. RENTAL EXPENSES (if providing your own figures)

Accountancy	Total _____
Advertising	Total _____
Agency Collection Fees	Total _____
Bank Fees	Total _____
Depreciation	Total _____
General Expenses	Total _____
Insurance	Total _____
Interest (mortgage or overdraft)	Total _____
Motor Vehicle Expenses	Total _____
Rates	Total _____
Repairs & Maintenance	Total _____
Telephone & Tolls	Total _____
Water Rates	Total _____
Other (please specify) _____	Total _____
Per spreadsheet/bank statements/manual workings	

5. LOAN BALANCES

Provide loan account verification Balance _____

6. FIXED ASSETS & INVESTMENTS

Provide documents (where possible) for asset/investment sales & purchases

7. BUSINESS EXPENSES PAID PERSONALLY

Provide a summary of any expenses relating to this business paid through a personal account

8. LEGAL DOCUMENTS

Provide any Sale & Purchase Agreements or solicitors statements relating to any legal transactions during the year

9. USE OF HOME OFFICE EXPENSES (for private dwelling used for business administration)

Area used for Business	Sq Metres _____
Total Area of House & Workshop	Sq Metres _____
Electricity	Total _____
Insurance	Total _____
Mortgage Interest	Total _____
Rates	Total _____
Rent	Total _____
Repairs & Maintenance	Total _____

10. ACC

Provide either the ACC number for this entity or invoices & payment arrangement details

11. COMPANIES

Provide details of any changes to directors or shareholders

12. TRUSTS

Provide details of Deeds of Gifts, Deeds of Acknowledgement of Debt, trustee changes

13. OTHER INFORMATION

Provide all other information that may be relevant to the preparation of your accounts

Thanks! Your time and effort in completing this form is much appreciated!