

2024 Rental Questionnaire

Ensure this questionnaire is completed and included with your records

| Client Name | Phone: | |
|--------------|--------|--|
| Poloneo Data | Fax: | |
| Balance Date | Email: | |

To: PFK Tauranga Limited

Terms of Engagement

I/We hereby instruct you PKF Tauranga Limited and staff/contractors as applicable to prepare our Taxation Returns for the 2024 year. I/we undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client, and those published on the website https://pkftauranga.co.nz/media/icIlb3ik/2024-pkft-tos.pdf

I/We also accept that you have the right to:

- a. charge me/us a fee equal of 25% of the unpaid portion of the invoice amount and all other legal and collections costs not covered by the fee; and
- b. charge interest at the rate of 13% per month from the due date. You shall be entitled to exercise a general lien over the books, records, related documents, and other such chattels that may come into your possession for the purpose of performing professional services for me/us until all costs and charges whatsoever or professional services of any nature to me/us have been fully paid.

| Name | IRD Number | Signature | Date |
|------|------------|-----------|------|
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| | | | |
| | | | |
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| New Zealand; or | | | | | |
|---|--|--|--|--|--------------|
| Director | Date of birth | City / Town of birth | Country of birth | Current residential a | ddress |
| | | | | | |
| | | | | | |
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| | | | | | |
| Property Deta | ails | | | | |
| Please provide us | with the addresses o | of any rental properties you | | a property was not rented for | |
| Address: | | | | onths, please provide details on as vacant. | of why it |
| | | | *** | as vacant. | |
| | | | | | |
| Address: | | | | | |
| | | | | | |
| | e and Expend | | | | ✓ |
| Rental Incom | e and Expend | iture | | late to the rental properties | ✓ |
| Rental Incom Please supply bank OR | e and Expend | iture identifying and detailing al | transactions that re | | ✓ |
| Rental Incom Please supply bank OR | e and Expend | iture | transactions that re | | ✓ □ □ |
| Rental Incom Please supply bank OR Please provide det Income: | e and Expend c statements clearly ails of the following | iture identifying and detailing al for each rental property. Us | transactions that re | | ✓ |
| Please supply bank OR Please provide det Income: Total Rent Receive | e and Expend c statements clearly ails of the following | iture identifying and detailing al | transactions that re | | ✓ □ □ |
| Rental Incom Please supply bank OR Please provide det Income: | e and Expend c statements clearly ails of the following | iture identifying and detailing al for each rental property. Us | transactions that re | if necessary. | ✓ □ □ |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: | e and Expend statements clearly ails of the following state ad \$ | iture identifying and detailing al for each rental property. Us | transactions that re | if necessary. | ✓ □ |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees | e and Expend statements clearly ails of the following state ad \$ | iture identifying and detailing al for each rental property. Us | transactions that re | if necessary. | |
| Rental Incom Please supply bank OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent | e and Expend statements clearly ails of the following ad \$ \$) | iture identifying and detailing al for each rental property. Us Phone Power Rates | transactions that re | \$ \$ \$ | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees | e and Expend c statements clearly ails of the following d s , , , , , , , , , , , , , , , , | iture identifying and detailing al for each rental property. Us Phone Power Rates (include | transactions that re | \$ \$ \$ | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees Insurance | e and Expend c statements clearly ails of the following d s s s s s s s s s s s s | iture identifying and detailing all for each rental property. Use Phone Power Rates (include | transactions that rese a separate sheet in | \$ \$ \$ rates) | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees Insurance Legal fees | e and Expend statements clearly ails of the following d \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ | iture identifying and detailing all for each rental property. Us Phone Power Rates (include Repair | transactions that rese a separate sheet in the second seco | \$ \$ \$ rates) | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees Insurance Legal fees Management fees Mortgage Interest (| e and Expend c statements clearly ails of the following ad s s s s s s s s s s s s s | iture identifying and detailing all for each rental property. Use Phone Power Rates (include Repair (pleas | transactions that rese a separate sheet in the second seco | \$ \$ \$ rates) \$ voices) | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees Insurance Legal fees Management fees Mortgage Interest (of loan statement f | e and Expend statements clearly ails of the following d \$ \$ \$ \$ sattach copy \$ \$ | iture identifying and detailing all for each rental property. Use Phone Power Rates (include Repair (pleas Valuate to bank) Water | transactions that rese a separate sheet in the second seco | \$ \$ \$ rates) \$ voices) | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees Insurance Legal fees Management fees Mortgage Interest (of loan statement f | e and Expend c statements clearly ails of the following d s s s s attach copy or each month from | iture identifying and detailing all for each rental property. Use Phone Power Rates (include Repair (pleas Valuate to bank) Water | transactions that rese a separate sheet in the second seco | \$ \$ \$ rates) \$ voices) | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees Insurance Legal fees Management fees Mortgage Interest (of loan statement f Details of any othe | e and Expend c statements clearly ails of the following d s s s attach copy or each month from r expense relating to | iture identifying and detailing all for each rental property. Use the property of the propert | transactions that rese a separate sheet in the second seco | \$ \$ \$ rates) \$ voices) | |
| Rental Incom Please supply band OR Please provide det Income: Total Rent Receive Expenses: Accounting fees Advertising (to rent Bank fees Insurance Legal fees Management fees Mortgage Interest (of loan statement f Details of any othe | e and Expend c statements clearly ails of the following d s s s attach copy or each month from r expense relating to | iture identifying and detailing all for each rental property. Use Phone Power Rates (include Repair (pleas Valuate to bank) Water | ing regional council s and Maintenance attach details or invited for the state of t | \$ \$ \$ rates) \$ voices) | |

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| Home Office Expenses | | | |
|---|-------------------------|--|----------------------|
| If part of your home is set aside prin | cipally for use as an o | ffice/workshop/storage area, please provide the | following details: |
| Address for Home Office | | | |
| Home Office area: - no change as p | er previous vear | | |
| OR | ci pievious yeai | | |
| Area used for Business: | m² | | |
| Total Area of House & Workshop: | | | |
| Actual Cost Method | | OR IRD Square Metre Rate Method (se | ee below note)* |
| Power | \$ | Commission of the commission o | 20.211 1.1010, |
| Insurance (Building & Contents) | \$ | | |
| Interest (House Mortgage) | \$ | Interest (House Mortgage) | \$ |
| Rates (including regional council rat | es) \$ | Rates (including regional council rates) |) \$ |
| Rent | \$ | Rent | \$ |
| Repairs & Maintenance | \$ | | |
| Telephone rental | \$ | | |
| Other | \$ | | |
| Total | \$ | | |
| *Would you like to use the IRD rate? Rates or Rent costs so we would sti | | per square metre. This allowance doesn't coverts. | r Mortgage Interest, |
| Covid-19 Wage Subsidy a | and other Covid | -19 support payments | |
| Have you received the Wage Subsid | dy? (please note all da | tes and receipts) | |
| Date rec:/ \$ | | Date rec:// \$ | |
| Date rec:// \$ | | Date rec:// \$ | |
| Date rec:/\$ | | Date rec:/ \$ | |
| Have you received the Covid-19 Lea | ave Support Payments | ? (please note all dates and receipts) | |
| Date rec://\$ | | Date rec:/\$ | |
| Date rec://\$ | | Date rec:// \$ | |
| Date rec:// \$ | | Date rec:/ \$ | |
| Δαίο 100. <u></u> , <u></u> , <u>_</u> ψ | | 2ate 100. <u> </u> | |
| Have you received Covid-19 Short-1 | Геrm Absence Paymeı | nts? (please note all dates and receipts) | |
| Date rec://\$ | | | |
| Date rec:// \$ | | | |
| Date rec://\$ | | | |
| Have you received Resurgence Sup | port Payments? (plea | se note all dates and receipts) | |
| Date rec://\$ | | • • | |
| Date rec://\$ | | | |
| | | | |
| Date rec:// \$ | | | |

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| Have you received a Covid-19 Cultural Sector Emergency Reli | ef Grant or other Co | vid-1 | 9 support payments? | |
|--|----------------------|--------|--------------------------|--|
| Please provide details if it is an "other" Covid-19 support payment | | | | |
| Date rec:/ \$ | | | | |
| Date rec:/ \$ | | | | |
| Have you received the Covid-19 Small Business Loan? | | | | |
| Date rec:/ \$ | | | | |
| Have any amounts of Covid-19 support payments been repaid | back? | | | |
| Please provide details of payment and reason for repayment | | | | |
| Date paid back:/\$ | Reason: | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Residential Land Withholding Tax | | | | |
| <u> </u> | dential Land | | | |
| Have you sold residential property in New Zealand where Resi Withholding Tax has been deducted and paid to the IRD? If so e.g. IR1100 Residential land withholding tax return and other s documents. | , provide details | | | |
| Residential Property Sales | | | | |
| Have you sold any residential property during the year (not oth the information provided)? | erwise detailed on | | | |
| If yes, when was the property purchased? | | | | |
| If it was purchased with 10 years of the sale date, | | | \$ | |
| what was the original purchase price | | | | |
| • and the sale price? | | | | |
| Mortgage Interest Paid on Residential Prope | erties | | | |
| Have you incurred interest on residential properties owned (wh main family home)? Is the interest also against properties other rentals? If so, please provide details of amount of interest and | er than residential | | | |
| Mixed Use Holiday Home | | | | |
| Does this entity have a property (such as a holiday home or a lincome? | bach) that is used p | rivate | ly and also to derive | |
| If yes, provide details of property: | | | Yes | |
| | | | | |
| Was the property empty for 62 days or more in the income year If yes, please complete the following section so we can determ | | llowal | Yes No ble deductions. | |
| Mixed Use Holiday Home – Information Required | | | | |
| The number of days the property was empty during the income | e year | | | |
| The number of days the asset was used by family or associate OR where income from any person received was less than 80% * Associated persons include close relatives, or if owned by an entity, p | % of market rate | | | |

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| If there is more than one tenant who used the property through the year, please attach deta | ails. |
|--|--------------------------|
| Name of tenant: | |
| Relationship to owner (if any): | |
| Amount of rent they paid: \$ Dates rented (From: To) | |
| Expenses incurred in respect of the property (the list below is not exhaustive – details of all | _ |
| required): | • |
| | \$ |
| | \$ |
| Number of days spent in the property while repairing damages caused by tenants | |
| | \$ |
| | \$ |
| | \$ |
| Repairs/maintenance for general wear and tear | \$ |
| Other (please give details) : | |
| Mixed Use Boat or Plane | |
| | |
| Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is use | ed privately and also to |
| derive income? | Yes 🗌 No 🗌 |
| If Yes, provide details: | |
| Description: | |
| Market value: \$ | |
| Was the asset unused for 62 days or more in the income year? | Yes∏No∏ |
| If yes, please complete the following section so we can determine the amount of allowable | |
| Mixed Use Boat or Plane - Information Required | |
| The number of days the asset was unused during the income year | |
| The number of days the asset was used by family or associated persons* during the incom- | e year |
| OR where income from any person received was less than 80% of market rate * Associated persons include close relatives, or if owned by an entity, persons associated with the entity | ty owning the property |
| For non-associated persons where payment received is at least 80% of market value: | lп |
| Number of days the asset was used: | |
| Income received: \$ | |
| Expenses incurred in respect of the property (the list below is not exhaustive – details of all required): | expenses will be |
| | \$ |
| | \$ |
| Operating costs / supplies | \$ |
| | \$ |
| Repairs/maintenance for general wear and tear | \$ |
| Other (please give details) | |
| | |
| | 1 |

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| Other Details Required (if applicable) | |
|---|--|
| Solicitors Settlement Statement | |
| Sale and Purchase Agreement | |
| Loan details for property purchased | |
| A copy of the latest Rateable Valuation | |
| Any notifications provided to IRD of residential property held on revenue account (taxable on sale) | |
| A list of chattels with their dates and value for properties bought or sold during the year | |

Thank you for completing this questionnaire Don't forget to sign it

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