

ACCOUNTANTS PLUS LIMITED

END OF YEAR CHECKLIST: RENTAL PROPERTY

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Information required for completion of Financial Accounts For year ended 31 March 2011

Client Name:

Mailing Address:

Contact Phone No:

Please supply the following information:

		Tick if info is provided
1.	Details of Rental Received and Expenses Paid - by either: <ul style="list-style-type: none">▪ Bank Statements and Cheque Butts▪ Cashbook – fully completed▪ Electronic means, e.g. Excel Spreadsheet	
2.	Repairs & Maintenance <ul style="list-style-type: none">▪ Itemised breakdown of expenditure on repairs & maintenance	
3.	Motor Vehicle Expenses <ul style="list-style-type: none">▪ Motor Vehicle expenses relating to the management of rental property(s)	
4.	Loan / Mortgage Documents <ul style="list-style-type: none">▪ Loan Summary as at 31 March▪ Loan related bank statements	
5.	For Property Purchased/Sold in the Current Period - we need: <ul style="list-style-type: none">▪ Sale and Purchase Agreement▪ Valuation of Property▪ Chattel Valuation	
6.	Any further information that may be relevant to the property	

I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT.

Client's Name:

Client's Signature:

Date:
