

# Rental Questionnaire – 31 March 2025

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2025	Fax:	
		Email:	

To: HSW Limited

## Terms of Engagement

We hereby instruct you to prepare our Taxation Returns for the 2025 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, **and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date**. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Property Details</b>	
Please provide us with the addresses of any rental properties you have.	
Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant.
Address: _____	
Address: _____	

<b>Rental Income and Expenditure</b>		✓
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties <b>OR</b> Please provide details of the following for each rental property. Use a separate sheet if necessary.		<input type="checkbox"/>
<b>Income:</b> Total Rent Received \$ _____		<input checked="" type="checkbox"/>
<b>Expenses:</b>		
Accounting fees	\$ _____	Phone \$ _____
Advertising (to rent)	\$ _____	Power \$ _____
Bank fees	\$ _____	Rates \$ _____
Insurance	\$ _____	(including regional council rates)
Legal fees	\$ _____	Repairs and Maintenance \$ _____
Management fees	\$ _____	(please attach details or invoices)
Mortgage Interest (attach copy of loan summary/statements from bank)	\$ _____	Valuation fees \$ _____
		Water rates \$ _____
Details of any other expense relating to rental property:		\$ _____ \$ _____
Details of visits to inspect property/conduct property business:		
Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Mixed Use Holiday Home</b>																		
<p>Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?</p> <p>If yes, provide details of property: _____ _____</p>																		
<p>Was the property empty for 62 days in the income year?</p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/></p>																
<p><b>Mixed Use Holiday Home – Information Required</b></p> <p>The number of days the property was empty during the income year _____</p> <p>The number of days the asset was used by family or associated persons* during the income year OR where income from any person received was less than 80% of market rate _____</p> <p>* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property</p> <p><input type="checkbox"/></p>																		
<p>If there is more than one tenant who used the property through the year, please attach details.</p> <p>Name of tenant: _____</p> <p>Relationship to owner (if any): _____</p> <p>Amount of rent they paid: \$ _____</p> <p>Dates rented (From: To) _____</p>																		
<p>Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):</p> <table> <tbody> <tr> <td>Cost of advertising for tenants</td> <td>\$ _____</td> </tr> <tr> <td>Cost of repairing damages caused by tenants</td> <td>\$ _____</td> </tr> <tr> <td>Number of days spent in the property while repairing damages caused by tenants</td> <td>_____</td> </tr> <tr> <td>Mortgage interest</td> <td>\$ _____</td> </tr> <tr> <td>Rates</td> <td>\$ _____</td> </tr> <tr> <td>Insurance</td> <td>\$ _____</td> </tr> <tr> <td>Repairs/maintenance for general wear and tear</td> <td>\$ _____</td> </tr> <tr> <td>Other (please give details) :</td> <td>_____</td> </tr> </tbody> </table>			Cost of advertising for tenants	\$ _____	Cost of repairing damages caused by tenants	\$ _____	Number of days spent in the property while repairing damages caused by tenants	_____	Mortgage interest	\$ _____	Rates	\$ _____	Insurance	\$ _____	Repairs/maintenance for general wear and tear	\$ _____	Other (please give details) :	_____
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Rates	\$ _____																	
Insurance	\$ _____																	
Repairs/maintenance for general wear and tear	\$ _____																	
Other (please give details) :	_____																	
<b>GOVERNMENT SUBSIDY</b>																		
<p>Date Claimed: _____ Date Claimed: _____ Date Claimed: _____</p> <p>Amount: _____ Amount: _____ Amount: _____</p>																		

**Mixed Use Boat or Plane**

Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income?

Yes

No

If Yes, provide details:

Description: \_\_\_\_\_

Market value: \$ \_\_\_\_\_

Was the asset unused for 62 days in the income year?

Yes  No

If yes, please complete the following section so we can determine the amount of allowable deductions.

**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 income 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 owning the property

For non-associated persons where payment received is at least 80% of market value:

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 expenses will be required):

Cost of advertising for hireage \$ \_\_\_\_\_

Cost of repairing damages caused by hireage \$ \_\_\_\_\_

Operating costs / supplies \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear \$ \_\_\_\_\_

Other (please give details)  
\_\_\_\_\_

**Home Office Expenses (if applicable)**

If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you **may** be able to claim a proportion of your home expenses against your rental income. Please provide the following details:

Area used for Business: \_\_\_\_\_ m<sup>2</sup>

Total Area of House & Workshop: \_\_\_\_\_ m<sup>2</sup>

Power \$ \_\_\_\_\_

Insurance (Building & Contents) \$ \_\_\_\_\_

Interest (House Mortgage) \$ \_\_\_\_\_

Rates (including regional council rates) \$ \_\_\_\_\_

Repairs and maintenance \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

<b>Other Details Required (if applicable)</b>	
• Solicitors Settlement Statement	<input type="checkbox"/>
• Sale and Purchase Agreement	<input type="checkbox"/>
• Loan details for property purchased	<input type="checkbox"/>
• A copy of the latest Rateable Valuation	<input type="checkbox"/>
• A list of chattels with their dates and value for properties bought or sold during the year	<input type="checkbox"/>

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