



Rental Questionnaire – 31 March 2011

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: Sparkes Walker Chartered Accountants Ltd

Terms of Engagement

We hereby instruct you to prepare our Taxation Returns for the 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. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities.

I also accept that Sparkes Walker Chartered Accountants Ltd has 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 20th of the month following invoice date. The charging of such interest will be at the discretion of Sparkes Walker Chartered Accountants Ltd. I/We accept that any collection costs incurred by Sparkes Walker Chartered Accountants Ltd will be fully recoverable from me/us.

Signature _____ Date _____

Property Details	
Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____

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

Other Details Required		
• 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 and their value for properties bought or sold during the year		<input type="checkbox"/>

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