



# 2026 Annual Rental Questionnaire

Client Name .....

Balance Date 31 March 2026

TO: Hayward & Co. Chartered Accountants Ltd

### Terms of engagement

I/We hereby instruct you Hayward & Co Chartered Accountants Ltd and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the tax year ending 2026.

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. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% 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 your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

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.

It is the nature of accountancy work that most financial statement preparation work arrives in the office at one time. We process work received on a "first come, first served" basis, however we will endeavour to meet any requests for work to be completed urgently.

.....  
Client's signature

.....  
Date



Please answer all questions. As the information provided will be used for tax purposes it is important that all information supplied is accurate and complete. If you have any queries, please contact us.

**RING FENCING OF RENTAL LOSSES APPLIES FROM 1 APRIL 2019**

<b>COMPUTERISED AND NON-COMPUTERISED ACCOUNTS</b>	<b>Yes</b>	<b>No</b>
<b>Xero:</b> Copy of the final bank statement for the year showing the balance at year end agree to accounting software balances.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other systems:</b> Copy of the bank reconciliation report plus the final bank statement for the year showing the balance at year end.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Manual Cashbook (Non-Computerised System):</b> Cashbook including a bank reconciliation plus a copy of the final bank statement for the year showing the balance at year end.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bank Statements (Non-Computerised System):</b> Copies of all bank statements for the year plus narrative on bank statement. Please also include the first month of the new financial year with the source data.	<input type="checkbox"/>	<input type="checkbox"/>
<i>NOTE: If you didn't keep a separate bank account, we will need a summary of all property income and expenses</i>		

<b>Please provide the following:</b>	<b>Enclosed</b>	<b>N/A</b>
<b>Accounts Receivable</b> List of amounts owing to you for rent? Please attach schedule. Details of bad debts for the year (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property</b> Details of any property/properties bought or sold during the year including cost, sale price, date, description etc. Copy of legal settlement statements and sale/purchase agreements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fixed Assets</b> Provide details/invoices of all assets purchased and sold including property (greater than \$1,000 excl GST). If any of the assets were financed by hire purchase, please provide a copy of the relevant loan agreement. Without sighting, we cannot ensure the 20% investment boost deduction.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accounts Payable</b> List of amounts you owe or if you use a computerised system simply print a copy of the Creditors Aged Trial Balance and attach schedule.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Loans</b> Full details of any amounts drawn down or repaid during the year, plus all bank loan summaries for the financial year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hire Purchase Agreements</b> Please provide details of Hire Purchase Agreements, including closing loan balances, interest rate and details of securities in place (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>

<b>INCOME AND EXPENSES</b>	<b>Enclosed</b>	<b>N/A</b>
<b>Property Management</b> Copies of the property management statements for the year if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rental Income</b> Details of any rent banked into a private bank account including overseas rent	<input type="checkbox"/>	<input type="checkbox"/>
<b>Expenses paid personally</b> Details of expenses paid privately (i.e. paid out of a non-rental bank account or from a personal credit card). Please provide invoices.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Motor vehicle expenses</b> Details of kms travelled for rental checks. Please provide logbook or mileage details, including date, distance and purpose.	<input type="checkbox"/>	<input type="checkbox"/>

Please provide the following:	Enclosed	N/A
<b>Interest received</b> Provide details of any interest RWT certificates	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dividend received</b> Provide details of any dividends received certificates	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rental period interrupted</b> If property was not rented for a full 12 months, please provide details of why it was vacant	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hire Purchase Agreements</b> Please provide details of Hire Purchase Agreements, including closing loan balances, interest rate and details of securities in place (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (if applicable)	Yes	No
<b>Tenancy</b> Details if there was any extended period of vacancy during the year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Relative</b> Details if your property/properties were occupied by either yourself or a relative during the year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bonds</b> Please provide details of any bonds held <i>(Tenancy service list)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Residential Land Withholding Tax</b> Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mixed Use Holiday Home</b> Details of number of day property was empty _____ We can provide a template to complete if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Brightline</b> Have you sold any residential property during the year? If yes: - Purchase date: .....- Sale date:.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Online booking rental websites</b> Did you receive any rental income through online platforms or booking websites during the year? Please provide details if you have changed to letting out property as an AirBNB, Bookabach	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a copy of the accounts to be forwarded to a third party?	<input type="checkbox"/>	<input type="checkbox"/>
If <b>Yes</b> , please provide details:  Have any of your contact/email details changed? If so, please supply  .....		

***Thank you for completing this questionnaire***  
***Without the signed terms of engagement on page 1 and information we cannot schedule your work.***