

**M & H 2015 LIMITED:  
ANNUAL RENTAL ACCOUNTS &  
INDIVIDUAL QUESTIONNAIRE 2023**

**RENTAL BUSINESS NAME** .....

**BUSINESS IRD No.**.....

**CONTACT:** .....

**EMAIL** .....

**MOBILE / PHONE NO**.....

I/We undertake to supply all information necessary to carry out the preparation of Financial Statements and Taxation returns in accordance with the regulations and requirements of CAANZ and will be responsible for the accuracy and completeness of such information. If required, this also extends to the preparation of GST, FBT, PAYE, ACC, Dept of Statistics returns, Annual company returns & responsibility for company statutory records.

Your services are not intended to, and accordingly will not result in the expression by you of an opinion of the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.

I/We give authority to M & H 2015 Limited to act as tax agent on behalf of the above named business and individuals, and to obtain information for all tax types (except child support) from Inland Revenue through all Inland Revenue media and communication channels including electronic until further notice. Authority is also given to communicate with my/our Bankers, Solicitors and Finance Companies to obtain such further information as required in order to carry out the above assignments.

We understand that your fee is payable within 7 days of receipt of invoice.

We understand that while every care is taken to advise us of any tax liability, ultimately, I / we are responsible for being aware of any tax payments due.

From time to time, we may receive requests to furnish your financial details to third parties. In order to comply with privacy laws please acknowledge that we accept your verbal authority as legal confirmation in these circumstances.

As per current Anti Money Laundering legislation, I/we consent to the Personal Information provided to M & H to be disclosed to the

Identification Verification Providers, and for them to have authority to use any information they hold in their databases about us to compare against the information I/we have provided.

**Rental Authority:**

I/We .....  
(shareholders names)

Being duly authorised by .....  
(rental entity name)

I/we give authority to M&H 2015 Ltd to act on behalf of our rental entity for all tax types outlined above.

**We also give authority to M&H 2015 Ltd to act on our behalf for our personal tax types as listed above (except child support).**

**SHAREHOLDER (1) NAME**.....

IRD No,.....

**SIGNATURE :** .....

**SHAREHOLDER (2) NAME**.....

IRD No,.....

**SIGNATURE :** .....

**SHAREHOLDER (3) NAME**.....

IRD No,.....

**SIGNATURE :** .....

**1. Rental Income and Expenses**

*Complete a separate sheet for each property*

**a) Address of Property:**

.....

**b) Period available for rent:** ..... months

If the property was not rented for a full 12 months, please provide details of why it was vacant.

.....

.....

**c) Rent received** ..... \$.....

**Expenses** (where applicable)

- Advertising ..... \$.....
- Bank Fees ..... \$.....
- Body Corporate Levies ..... \$.....
- House Insurance ..... \$.....
- Interest – Mortgage 1.4.22-31.3.23  
75% deductible ..... \$.....
- Management Fees ..... \$.....
- Rates ..... \$.....
- Repairs and Maintenance ..... \$.....
- Valuation Fees ..... \$.....
- Other Expenses ..... \$.....  
(please provide details)

**d) Total Annual Expenses** ..... \$.....

**Please note: Please provide a breakdown of interest mortgage repayments for entire year so that we can calculate the correct percentage to deduct.**

**e) Details of visits to inspect property/conduct property business: (as per vehicle logbook)**

.....kilometres

*In the event that you have a dedicated bank account/s for your rental activity - Please include a copy of the bank statement/s showing the Balance/s as at 31 March 2023.*

## 2. Mortgage Details and Solicitor's Statements

a) Please provide mortgage statements or certificates showing interest & principal payments.

- Mortgage provider: .....
- Interest paid from 01.04.22 - 31.03.23 \$.....
- Principal paid from 01.04.22- 31.03.23 \$.....

b) **Property bought/sold during the year**

*Only needed if property bought or sold this year (01.04.2022 – 31.03.2023)*

- Date property bought/sold: .....
- Solicitor's Statement, showing date of sale/purchase, purchase price, and any legal fees
- Government and/or Regional Valuer valuation
- Chattels Valuation (for property bought)
- Statement showing agents commission (where property sold)
- Invoices for marketing & home staging.

## 3. Home Office Expenses

Provide details of the following where part of your residence has been used as a home office. Please note, home office can only be claimed once (Rental or Business)

	Annual Cost
• Insurance (House & Contents)	\$.....
• Mortgage Interest	\$.....
• Power/Gas	\$.....
• Rates	\$.....
• Water	\$.....
• Rent (if renting)	\$.....
• Repair & Maintenance for home office only not for the whole property	\$.....
• Other	\$.....
<b>Total</b>	<b>\$.....</b>
• Telephone (Rental only)	\$.....

- Internet \$.....
  - Cell phone ( \$ related to rental business) \$.....
- Please indicate office % of total home area .....%

## 4. Information Required for Completing Tax Returns

- Interest - RWT Certificates Yes
- Donations – receipts please Yes
- Trust/Estate income Yes
- Investment income Yes
- Dividend notices Yes
- Electricity authority Rebates/Dividends Yes
- PIE & FIF income Yes
- Income from overseas Yes
- Working for Families Tax Credit Yes

- Spouse's income \$.....
- Taxpayer name registered for WFFTC

.....

- Please provide your childrens' names, dates of birth and IRD numbers.

- Have you exercised any share options related to employment? If yes, please provide details.

## 5. Any Other Income/Expenses

Please attach details if applicable

- Income Replacement Insurance Policy –Your insurer will provide you with evidence outlining deductible amounts paid for each tax year.
- Look Through Company (LTC) – if you have been allocated a share of a profit/loss from a company that we are NOT aware of, please provide details.

## 6. Chattels

Where Chattels for the rental property have been purchased during the year – please provide receipts.

Date	Description	Amount (inc GST)

## 7. Rental Mortgage Repayment Insurance

Where mortgage repayment insurance has been taken out for the rental mortgage/s specifically – **please attach evidence of the premiums paid** for which you wish to claim a deduction. This information is normally provided by your insurer. This is to ensure that it is the type of policy that you are entitled to claim.

## 8. Holiday Home Rental ( including charter boats/planes)

There is new legislation regarding renting out your holiday homes/ boats/planes. In the event that you rent out your holiday home/boat /plane please contact us for the appropriate form for the period 01/04/2022 – 31/03/2023

## 9. Compliance

**Please note:** This document is an official accounting & taxation compliance requirement. This completed form is kept with your file in case of independent audit.

## 10. Any Specific Questions for Your Accounting Team?

.....  
 .....

**Please supply a bank account number for IRD refunds**

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**Please indicate if you would prefer to receive your annual accounts and invoice by:**

Digital PDF (Email)

Hard Copy by Courier / Post