

Rental Questionnaire:



Client Name: _____

Property Details

Please provide addresses of all 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 properties

OR:

Please provide details of the following for each rental property. Use a separate sheet if necessary.

Income:

Total Rent Received \$ _____

Expenses:

Rates \$ _____

Insurance \$ _____

Repairs and Maintenance (please attach details or invoices) \$ _____

Mortgage Interest (attach copy of loan summary/statements from bank) \$ _____

Bank fees charged on rental accounts \$ _____

Legal expenses (please attach invoices) \$ _____

Power if applicable \$ _____

Telephone \$ _____

Details of any other expense relating to rental property:
 _____ \$ _____
 _____ \$ _____

Details of visits to inspect property/conduct property business:

Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Details Required:

- A copy of the latest Rateable Valuation
- A list of chattels and their value for properties bought or sold during the year

If this is the first year you have owned the property please provide:

- Solicitors Settlement Statement
- Sale and Purchase Agreement
- Loan details for property purchased
- Details of construction materials (timber, brick etc)
- The number of months the property has been let

Home Office Expenses:

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: _____ m² Total Area of House & Workshop: _____ m²

Power \$ _____

Insurance (Building & Contents) \$ _____

Interest (House Mortgage) \$ _____

Rates \$ _____

Repairs & Maintenance \$ _____

Other \$ _____

Total \$ _____