



Your Information Checklist FOR RENTAL PROPERTY OWNERS

Not sure what to do at the end of your financial year?

As a business owner, the end of the financial year is usually the catalyst for a number of important activities, on top of day to day tasks. As a result, it can often be a stressful time.

And don't forget, if you're not sure what you should be doing or what information your accountant needs, your **Client Manager** is just a call away. We also have **Business Consultants** on hand to provide general business advice and strategic support.

Please provide the following information for the financial year as at balance date.

What we need from you:

- A copy of bank statements for each month of the financial year
- Agreements, invoices and remittances for any property management services that you used
- Loan statements
- Insurance premium notices
- List of rental expenses paid out of private funds, that have not been reimbursed from the rental bank account
- Invoices for repairs and maintenance to the rental property that exceed \$500
- Invoices and statements for any legal fees incurred as a result of business transactions
- If you have mixed-use assets (such as a holiday house or charter boat or plane), list the number of days the asset was used for personal AND business use during the year
- **Complete the form on the reverse** (or provide details of all income and expenses that relate specifically to each rental property)

The section below relates to your personal financial arrangements, not those of the business.

Please provide details for any income sourced in NZ or abroad by way of:

- A share of profits or losses (from any entity we do not act for)
- Rental income
- Pensions
- Lump sums received
- Shares retained, purchased or sold
- Interest (provide tax withholding certificates)
- Dividends (provide dividend advice notices)
- Investments (provide investment statements)
- Receipts for donations and school fees
- Details of any Covid-19 wages/leave subsidies received for self-employment or contracting.

If eligible for Working for Families Tax Credits, please:

- Provide a brief summary of family arrangements:
 - Children's names and IRD numbers (if not previously provided)
 - Any custody/maintenance arrangements
- Complete the Working For Families Checklist

Property Details

Property One

Address

Rental Dates

Started renting

Finished renting

Total Rent Received

\$

Other Income

\$

Bank Charges

\$

Council Rates

\$

Insurance

\$

Interest Incurred

\$

Management Fees

\$

Repairs & Maintenance

\$

Other Expenses

\$

Details / Comments

Property Two

Address

Rental Dates

Started renting

Finished renting

Total Rent Received

\$

Other Income

\$

Bank Charges

\$

Council Rates

\$

Insurance

\$

Interest Incurred

\$

Management Fees

\$

Repairs & Maintenance

\$

Other Expenses

\$

Details / Comments

How do I get the information to you?

You can upload files to The Portal.

Don't have access or want to know more?

Give us a call on 407 7117

You can also provide hard copies or email your files to your Client Manager.

Email info@wwc.co.nz

Tel 09 407 7117

Web www.wwc.co.nz

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