

# Rental Questionnaire – 31 March 2011

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2011	Fax:	
		Email:	

To: Bright Wild & Thomas Limited

## Terms of Engagement

We hereby instruct you to prepare our Taxation Returns for the 2011 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 all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. I/We further accept that any collection costs incurred by Bright Wild & Thomas Limited 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	<input type="checkbox"/>												
OR Please provide details of the following for each rental property. Use a separate sheet if necessary.	<input type="checkbox"/>												
<b>Income:</b> Total Rent Received \$ _____													
<b>Expenses:</b> 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: _____ \$ _____ _____ \$ _____													
<b>Details of visits to inspect property/conduct property business:</b> <table border="0"> <tr> <td>Date</td> <td>Details</td> <td>Kilometres</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	_____	_____	_____	
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**