



End of Year Rental Checklist - 2023 Financial Year

Client Name: _____

Phone Number: _____

Email Address: _____

Address: _____

Please circle which option below on how you would like to receive your financial package

POSTED / EMAILED / TO BE COLLECTED / INTERVIEW

Acceptance

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements and Tax returns. You are not to complete an audit or undertake a detailed review of my/our affairs. I/We understand that you are unable to provide any assurance on my financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We hereby authorize Coastal Accounting Limited to act as agents for all tax information in relation to myself and or by my company and obtain any information from my bankers, solicitors, finance companies and other persons as required. These arrangements continue in effect from year to year unless we agree to change them.

Signature: _____ Date ____/____/____

Signature: _____ Date ____/____/____

Payment Terms and Options

As per our 7-day payment terms we provide the following payment options. Please tick your preferred payment option:

- Payment in full within 7 days by direct credit to our Kiwibank account 38-9011-0155703-00
- 50% upfront then 50% on completion of work
- Weekly/Monthly instalments upfront before starting work
- Sign up with Feesmart on completion of work to make either 3, 6, 9 or 12 monthly instalments

You are welcome to discuss these options with us at any time. Please contact our Practice Manager on 435 3426 for detailed information or arrangements.

Bank details for IRD refunds

For any IRD refunds that may be issued, please provide your bank account details so that funds may be deposited directly into your account:

Account Name: _____

Account Number: _____

Major Factors Affecting 2023 Tax

Bright-line Test

Have you purchased or sold any residential property in the last year that wasn't your main home?
Please provide copies of the sale & purchase agreements and legal statements.

Date purchased: ____/____/____

Address of property: _____

Date sold: ____/____/____

Address of property: _____

Notes: _____

IRD Small Business Loan/Business Loan Top Up

Did you receive the IRD Small Business Loan or the Business Loan Top Up? YES / NO

Date received: ____/____/____

Amount received: \$ _____

Notes: _____

MSD – Covid-19 Subsidies

Did you receive any of the Covid-19 Government Subsidies? If so, how many?

YES / NO – How many? _____

Covid-19 Resurgence support

Did you receive the Covid-19 Resurgence Support payments? If so, how many?

YES / NO – How many? _____

Cryptocurrency

Have you dealt with Cryptocurrency?

YES / NO – If yes, please provide details below:

Overseas Income

Please provide details of all overseas income.

- If you are a non-resident taxpayer have you been back in NZ for more than 183 days? **Yes / No**
- Have you received an inheritance from a non-NZ resident? **Yes / No**
- Do you have a rental, trust, or bank account overseas? **Yes / No**

Any other income to disclose?

Examples of 'other income':

- Personal NZ interest or dividends
- Overseas interest or dividends, Pension, or employment
- Private rent received
- Share of partnership/trust/estate income
- Shareholder employee salary
- LTC distribution
- Royalties
- Taxable Māori Distribution

YES / NO – If yes, please provide details below or supply documents:

Rental Income

Please provide us with the following information for **each property**. Please advise address & purchase date if purchased in the 2023 year:

1. _____

Purchase Date: ____/____/_____

2. _____

Purchase Date: ____/____/_____

3. _____

Purchase Date: ____/____/_____

4. _____

Purchase Date: ____/____/_____

- If your property has a property manager, attach annual summary of income and expenses

Total rental income earned **Gross** \$ _____

Number of months the property was available for Rent during the year **Months** _____

Have your or any family members occupied or rented the property? **Yes / No**
Any additions or improvements to the building during the year? **Yes / No – if yes, please**
provide the relevant invoices/documents

Please attach copies of relevant documents:

- Collection costs/number or kms driven to collect rents and service property _____ kms
- Commission/Fees or Property Management Annual Statement
- Insurance & Interest Received
- Loan summary showing principal/interest paid and closing balance of loans on mortgage
- Power

- Rates (include water rates if applicable)
- Repairs and Maintenance
- Accountancy Fees & any other expenses e.g., advertising, cleaning

You can claim a portion of your private home expenses if you do not have a property manager. Please complete the Home Office Expenditure section.