

Rental Property Schedule – 1 April 2016 to 31 March 2017

PLEASE COMPLETE ONE OF THESE FORMS PER PROPERTY

This property is owned by _____

Property Address:			
Available for Rent (Full year 1st April to 31st March)		From _____ to _____	
Amount of rent received	\$ _____ per week/month/year	Number of weeks rent received	
Please provide details of the expenses below, for this rental property. Use a separate sheet if necessary. If you are unsure what to provide please contact us.			
Rates	\$ _____	Lawn Mowing / Rubbish Removal / Cleaning / Others	\$ _____
Insurance	\$ _____	Accountancy	\$ _____
Commission	\$ _____	Stationery	\$ _____
Repairs & Maintenance - Please attach invoices and receipts			\$ _____
Additions to Asset - Please attach invoices/receipts			\$ _____
Mortgage Interest - Attach a copy of loan summary as at 31 March or loan statements for the full year.			\$ _____
You need to keep the records of these amounts (and all records) for IRD for seven years.			
Vehicle Mileage			
Mileage claim for rental property related mileage only			
Total number of kilometres travelled _____ km's. Full details including dates, distance travelled and reason must be kept.			
Is your vehicle a Petrol, Diesel, Hybrid or Electric? _____			
Home Office Expenses			
If part of your home is set aside principally for use as an office/workshop/storage area to do with your rental property, please provide the following details:			
Business Area _____ M2/Ft2			<u>Annual</u>
Total area of house & other buildings _____ M2/Ft2	Power		\$ _____
	Insurance (building & contents)		\$ _____
	Rates		\$ _____
	Repairs & maintenance		\$ _____
	Telephone rental & internet		\$ _____
	Interest (house mortgage) / rent		\$ _____
	Interest documents must be provided	<input type="checkbox"/>	ATTACHED
	Other		\$ _____
Was this property bought or sold in this financial year? <input type="checkbox"/> Yes - complete below <input type="checkbox"/> No			
<input type="checkbox"/> We have attached / enclosed sale and purchase agreement.			
<input type="checkbox"/> We have attached / enclosed lawyers settlement statements.			
<input type="checkbox"/> We have attached / enclosed lawyers bill.			