

## Rental Property Schedule – 1 April 2017 to 31 March 2018

PLEASE COMPLETE ONE OF THESE FORMS PER PROPERTY

This property is owned by \_\_\_\_\_

<b>Property Address:</b>			
<b>Available for Rent (Full year 1<sup>st</sup> April to 31<sup>st</sup> March)</b>		From _____ to _____	
<b>Amount of rent received</b>	\$ _____ per week/month/year	<b>Number of weeks rent received</b>	
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.			
<b>Rates</b>	\$ _____	<b>Lawn Mowing / Rubbish Removal / Cleaning / Others</b>	\$ _____
<b>Insurance</b>	\$ _____	<b>Accountancy</b>	\$ _____
<b>Commission</b>	\$ _____	<b>Stationery</b>	\$ _____
<b>Repairs &amp; Maintenance - Please attach invoices and receipts</b>			\$ _____
<b>Additions to Asset - Please attach invoices/receipts</b>			\$ _____
<b>Mortgage Interest - Attach a copy of loan summary as at 31 March or loan statements for the full year.</b>			\$ _____
<b>You need to keep the records of these amounts (and all records) for IRD for seven years.</b>			
<b>Vehicle Mileage</b> 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? _____			
<b>Home Office Expenses</b> If part of your home is set aside principally for use as an office 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	\$ _____	
	<b>Interest documents must be provided</b>		<input type="checkbox"/> ATTACHED
Other	\$ _____		
<b>Was this property bought or sold in this financial year?</b> <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.			