

## Rental Property Schedule – 1 April 2019 to 31 March 2020

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.			
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.			\$ _____
<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.			