

Client Name: _____

Contact Phone No: _____ Email: _____ Cellphone: _____

Rental Schedule

Income:

Please provide details of rents received for the period 01/04/2020 to 31/03/2021 (or include a rental statement from your property manager, your rental spreadsheets or provide bank statements for the rents to be accumulated).:Note if the property is accounted for in Xero please indicate as rental receipts will be recorded.

Address of property:	Total rent received:	Period Rented:
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Expenses:

Please provide totals for the following expenses paid during the period 01/04/2020 to 31/03/2021 (or details in a manner as described above for rents):

- Insurance
- Interest
- Rates
- Repairs and maintenance
- Other (including property Management fees)

Other

Did you purchase or sell a rental property during the period 01/04/2020 to 31/03/2021? If so, please provide copies of the agreements for sale or purchase and a copy of the lawyer's settlement statement.

When do you require your accounts to be completed?
(We generally need 3-4 weeks to complete a set of financial statements)

Would you like us to supply you with a second copy of your financial statements for your bank?

<p>Motor Vehicle Expenses: The proportion of motor vehicle business use as established by business running recorded in my vehicle log book(s) is:</p> <p>Vehicle Business _____ Km Total _____ Km Business _____ %</p> <p>Vehicle Business _____ Km Total _____ Km Business _____ %</p>	<p>(a) Home Office Expenses: (Please enter details of amounts paid between 01/04/2020 & 31/03/2021) \$</p> <ul style="list-style-type: none"> - Interest on mortgage _____ - Insurance _____ - Phone _____ - Power _____ - Rates/rent _____ - Repairs & maintenance _____ <p>Other items relating to rents (Specify)</p> <ul style="list-style-type: none"> - Business area _____ M - Total house area _____ M
<p>Solicitor's statements relating to any legal transactions during the year are attached. Also included are statements & agreements relating to any mortgages, hire purchases, leases or loans.</p>	
<p><u>Other income:</u> as this questionnaire is solely for compiling details of your rents, please advise of other sources of income besides PAYE salary: interest, dividends, trust, company, partnership, overseas income, etc, including any changes that may have occurred during the year</p>	
<p>CAANZ Practice Review – It is possible that your files may be selected for review, at random, by a member of the Practice Review Committee of the New Zealand Institute of Chartered Accountants. If you are not agreeable to this, please advise us.</p>	

To: MTM Accounting Limited

We hereby instruct you to prepare the financial statements and taxation returns for the year/period ending 31/03/2021. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements insofar as third parties are concerned, or in the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with Inland Revenue, our bankers, solicitors and finance companies to obtain such information as you require in order to carry out the above assignments.

We acknowledge that you will charge for your work based on time engaged and that invoices issued by you are payable by the 20th of the month following the date of the invoice unless a special arrangement has been made in writing. We agree that any working papers/schedules prepared by you remain your property, but that you will provide copies of anything relevant after all invoices have been paid. We agree to accept liability for your charges arising from those services we have asked you to undertake. Although your invoice may not be addressed to me, we accept liability for your charges for this work.

Client Signature