

**2016 CLIENT INFORMATION SHEET – RENTAL PROPERTY QUESTIONNAIRE**

**Accounting Tasman Ltd  
Richmond**

TO: \_\_\_\_\_

Please enter your  
email address: \_\_\_\_\_

*If any questions arise while completing this form please contact us on Phone (03) 544-6196.  
Please tick (√) if enclosed or cross (x) if not applicable:*

<b><u>INFORMATION &amp; RECORDS REQUIRED:</u></b>	<b><u>Checklist</u></b> (√) or (x)	<b><u>Comments</u></b>
1. Rent received 1 July 2015 - 30 June 2016	\$ _____	
Was the property vacant during the year, if so how many weeks	_____	
2. Legal Statements for any property purchases or sales	_____	
3. Invoices for:		
Insurance	_____	
Repairs and Maintenance	_____	
Rates	_____	
Advertising	_____	
Any other expenses	_____	
Management Fees/Real Estate Statements	_____	
4. Mortgage or Loan Statements showing interest paid For Financial Year	_____	
5. Bank Statements & Cheque Books if you have separate Account	_____	