

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:*

<u>INFORMATION & RECORDS REQUIRED:</u>	<u>Checklist</u> (√) or (x)	<u>Comments</u>
1. Rent received 1 April 2015 - 31 March 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	_____	