

**2018 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><b>INFORMATION &amp; RECORDS REQUIRED:</b></u>	<u><b>Checklist</b></u> <b>(✓) or (x)</b>	<u><b>Comments</b></u>
1. Rent received 1 July 2017 - 30 June 2018	\$ _____	
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	_____	