

Rental Questionnaire – 31st March 2010

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 st March 2010	Fax:	
		Email:	
Current Mailing Address			

To: Accountants on Victoria Limited

Terms of Engagement

I/We hereby instruct you to prepare our Taxation Returns for the 2010 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that Accountants on Victoria Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment within 14 days of invoice date. The charging of such interest will be at the discretion of Accountants on Victoria Limited. I/We accept that any collection costs incurred by Accountants on Victoria Limited will be fully recoverable from me/us.

I/We agree to personally indemnify your firm for fees outstanding.

Signature _____ Date _____

Property Details	
Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____

Rental Income and Expenditure		Ü
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties OR Please provide details of the following for each rental property. Use a separate sheet if necessary.		C
Income:		C
Total Rent Received	\$ _____	
Expenses:		
Rates (please attached rates notices)	\$ _____	
Insurance (please attached premium notices)	\$ _____	
Repairs and Maintenance (please attach details or invoices)	\$ _____	
Mortgage Interest (attach copy of loan summary/statements from bank)	\$ _____	
Details of any other expense relating to rental property:	\$ _____	
	\$ _____	
Details of visits to inspect property/conduct property business: Date Details		Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Details Required	
<ul style="list-style-type: none"> • Solicitors Settlement Statement 	C
<ul style="list-style-type: none"> • Sale and Purchase Agreement 	C
<ul style="list-style-type: none"> • Loan details for property purchased 	C
<ul style="list-style-type: none"> • A copy of the latest Rateable Valuation 	C
<ul style="list-style-type: none"> • A list of Chattels and their value for properties bought or sold during the year 	C

**Thank you for completing this questionnaire
Don't forget to sign it**