

# Financial Statements Checklist 2014 – Rental Properties

Name: \_\_\_\_\_

Balance Date: 31 March 2014

Postal Address: .....

Telephone No: ..... (Work) ..... (Home)

..... (Mobile) ..... (Fax)

Email Address: .....

Please advise if you would prefer us to visit you and collect your records.

**IMPORTANT: Please answer all questions, if not applicable write N/A. The information you provide will be used for tax purposes. It is imperative that you ensure the information is accurate and complete. If you have any doubts please inquire.**

Tick if Applicable otherwise enter N/A

*The following information may be required to complete your annual financial statements.  
If applicable, please tick the appropriate box and provide details.*

## Records Required:

- |  |                          |
|--|--------------------------|
| a) <b>Cheque butts</b> for the year, showing the nature of each payment on the cheque butt.  | <input type="checkbox"/> |
| b) <b>Bank statements</b> for the year.  | <input type="checkbox"/> |
| c) <b>Bank deposit</b> books for the year. Items other than rent received (for example, private funds paid in, should be clearly marked, or if they are not paid into a business trading bank account, record on separate schedules. | <input type="checkbox"/> |
| d) Visa, MasterCard, bankcard or other credit card statements.   | <input type="checkbox"/> |
| e) <b>Receipts/Invoices</b> for all payments to be claimed including rates, insurance, repairs, property management fees and other expenses.   | <input type="checkbox"/> |
| f) <b>Mortgage Statements</b> providing details of interest and principal paid during the year together with balance of loan outstanding at the end of the year.   | <input type="checkbox"/> |
| g) <b>Cashbook</b> where applicable  | <input type="checkbox"/> |
| h) Details of any <b>assets purchased</b> or sold over (\$500) during the year for the rental property.  | <input type="checkbox"/> |

*All information is required where applicable.*

- i) **Inspection costs of property** – details of kilometres traveled. ☐
- j) **Home office expenses** where applicable – eg. Rates/rent, power, mortgage interest, insurance when a room is set aside as an office to manage the rental property. Total square area of the home and the area of the room used as an office is required. ☐
- k) Rent received details or if applicable provide property monthly management statements of income and expenses. ☐
- l) **Cash expenses** paid privately or expenses paid from personal funds. ☐
- m) **Legal Transactions** – Settlement statement if property purchased or sold in this financial year ☐

**Note:** If the deposits on your bank statements relate to other than rents received please clearly specify.

**Please provide any further details you may think relevant:**

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 .....  
 .....  
 .....  
 .....

#### **Terms of Engagement**

In supplying this information to **Lewthwaite and Associates Limited**, I am requesting that they prepare my special purpose 2014 financial statements (except where the entity is a company) from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied. A copy of this disclaimer of liability will be attached to all special purpose financial reports.

I hereby give authority to **Lewthwaite and Associates Limited** to communicate with and obtain information from my bank, finance and leasing company, the Inland Revenue Department or any other relevant organization in their completion of the annual financial reports.

I undertake to pay any accounting fees in full as they fall due on the 20<sup>th</sup> of each month for work started but not completed and at the completion of the work. This clause will not apply if an instalment payment plan has been agreed in writing.

Client Signature .....

Date .....

☐

*All information is required where applicable.*