

RENTAL SCHEDULE

For the Year Ended 31 March 2019

NAME _____

Address of property _____

Period available for rental _____

Reason if only part year _____

Rental Income received (adjusted for bonds in & out) \$ _____
 Less rent refunds paid out \$ _____
TOTAL RENTAL INCOME \$ _____

EXPENSES

Details:

If you need to apportion costs, state business share only. Put "nil" if nil

Accounting	\$ _____
Advertising	\$ _____
*Agent's fees	\$ _____
Bank Charges	\$ _____
Insurance	\$ _____
Legal Expenses (for ?) _____	\$ _____
Interest (Mortgage)	\$ _____

If you pay interest overseas

does the bank have a branch in New Zealand?

YES/NO

IF "NO"

SEE US NOW

Gardening	\$ _____
Power	\$ _____
Travel Costs (State Mileage) _____ kms	
Stationery	\$ _____
Rates	\$ _____
Repairs & Maintenance	
-Please list each item and date first used _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other (Specify) _____	\$ _____
_____	\$ _____
_____	\$ _____

New Assets Purchased

-Please list each item and date first used _____ \$ _____ new/S-hand

_____ \$ _____ new/S-hand

_____ \$ _____ new/S-hand

_____ \$ _____ new/S-hand

* **If you pay an agent to collect rents and/or administer any property, please supply Agent's statements**

* **We also require balances of any loans as at 31 March 2019**

Please provide details of any EQC/Insurance payments received for your rental property including any loss of rents payouts and receipts for any repairs.

PURCHASE OF RENTAL PROPERTY

Property Purchased Address _____

Date purchased _____ Cost \$ _____

Date available for rental _____

Please Supply Sale and purchase agreement
Details of expenses incurred to make property available for rental.
Valuation of property if one was obtained. Otherwise rates demand
Valuation of chattels, if available
Solicitor's statements for purchase showing amount paid, mortgage raised and adjustments.
Solicitor's fee invoice.
Did you receive a contribution from the bank to cover costs? **Yes/No**

SALE OF RENTAL PROPERTY

Address _____ Date of sale _____

Selling price \$ _____

Please supply:

Most recent government valuation prior to sale (shown on rates demand).
Sale and purchase agreement.
Solicitor's statements for sale showing amount paid, mortgage repaid and adjustments.
Solicitor's fee invoice.
Please show date of purchase of property so that we can calculate if any income tax is payable on the sale due to rules introduced for property purchases after 29/03/18, when sold within 5 years of purchase.

It is confirmed that:

All information on pages 1 and 2 herein is complete and correct.
There is no capital expenditure included in "Repairs and Maintenance" shown.

Signed: _____

Date: _____

Please provide your bank account number if you are expecting an income tax refund

Bank

Branch

Account Number _ _ - _ _ _ - _ _ _ _ _ - _ _
