

# Lockhart O'Shea Ltd.

## RENTAL QUESTIONNAIRE

Please list below your rental property addresses:

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

If a property was not rented for a full 12 months, please provide details of why it was vacant.

\_\_\_\_\_

Rental property purchased or sold during the financial year – (if applicable - please provide the following information)	Yes	No
• Solicitors Settlement Statement(s)		
• Sale and Purchase Agreement		
• Loan details for property purchased		
• Valuation of chattels (if undertaken)		
• A copy of the latest Rateable Valuation		

Residential Property Sales	
Have you sold any residential property during the year (not otherwise detailed on the information provided)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the property purchased?	Date:
If it was purchased with 5 years of the sale date	
• what was the original purchase price?	\$
• and the sale price?	\$
• Has the rental property been used as your main home at any point?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Rental Income and Expenditure			
Please supply the year end tax summary if the property/ies have been managed for the full year by a property manager or bank statements clearly identifying and detailing all transactions that relate to the rental properties.			
<b>OR</b>			
Please provide details of the following for each rental property. Use a separate sheet if necessary.			
<b>Income:</b>			
Total Rent Received	\$		
<b>Expenses:</b>			
Accounting fees	\$	Phone	\$
Advertising (to rent)	\$	Power	\$
Bank fees	\$	Rates	\$
Insurance	\$	(including regional council rates)	
Legal fees	\$	Repairs and Maintenance	\$

Management fees	\$	(please attach details or invoices)	
Mortgage Interest	\$ see below	Valuation fees	\$
(attach copy of loan summrry/statements from bank)		Water rates	\$
<b>Details of any other expense relating to rental property:</b>			
			\$
			\$
<b>Details of visits to inspect property/conduct property business:</b>			
<b>Date</b>	<b>Details</b>	<b>Kilometres</b>	

### Mortgage Interest

From 1 April 2021, the government has introduced an interest limitation rule designed to reduce investor demand for residential property to address housing affordability.

As a result of this change, we will require full year mortgage statements showing interest payments month by month.

### Home Office Expenses *(Only complete if you own multiple properties)*

If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you may be able to claim a proportion of your home expenses against your rental income. Please provide the following details:

Address for Home Office \_\_\_\_\_

Home office area - Same as prev. year

OR

Area used for Business: \_\_\_\_\_ m<sup>2</sup>

Total Area of House & Workshop: \_\_\_\_\_ m<sup>2</sup>

<b>Actual Cost Method</b>	<b>OR</b>	<b>IRD Square Metre Rate Method (see below note)</b>	
Power	\$		
Insurance (Building & Contents)	\$		
Interest (House Mortgage)	\$	Interest (House Mortgage)	\$
Rates (including regional council rates)	\$	Rates	\$
Rent	\$	Rent	\$
Repairs and Maintenance	\$		
Other – Please specify	\$		
<b>Total</b>	<b>\$</b>		

\*Would you like to use the IRD rate? Currently it is \$44.75 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts. \_\_\_\_\_

**Mixed Use Holiday Home**

Are any of your rental properties a holiday home or a bach that is used privately and also to derive income?  Yes  No

If yes, provide details of property: \_\_\_\_\_

Was the property empty for 62 days in the income year?  Yes  No

If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Holiday Home – Information Required**

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year. \_\_\_\_\_

OR where income from any person received was less than 80% of market rate \_\_\_\_\_

\* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property.

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: \_\_\_\_\_

Relationship to owner (if any): \_\_\_\_\_

Amount of rent they paid: \$ \_\_\_\_\_

Dates rented (From: To) \_\_\_\_\_

**Mixed Use Holiday Home conts.**

Expenses incurred in respect of the property:

Cost of advertising for tenants \$ \_\_\_\_\_

Cost of repairing damages caused by tenants \$ \_\_\_\_\_

Number of days spent in the property while repairing damages caused by tenants \$ \_\_\_\_\_

Mortgage interest \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear \$ \_\_\_\_\_

Other (please give details): \_\_\_\_\_

**Mixed Use Boat or Plane**

Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income?  Yes  No