

## 2026 Rental Checklist

Ensure this checklist has been reviewed and included with your records, and please sign the last page.

**Client Name:** \_\_\_\_\_

**Balance Date:** 31 March 2026

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### Property Details

Please provide the addresses of any rental properties you have and a copy of the current leases.

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

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

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

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

\_\_\_\_\_

### Rental Income and Expenditure

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.

#### Income:

Description	Amount (\$)
Total Rent Received	_____

#### Expenses:

Expense Description	Amount (\$)
Accounting fees	_____
Advertising (to rent)	_____
Bank fees	_____
Insurance	_____
Legal fees	_____
Management fees	_____

Mortgage Interest (attach loan summary/statements) \_\_\_\_\_

Phone \_\_\_\_\_

Power \_\_\_\_\_

Rates (including regional council rates) \_\_\_\_\_

Repairs and Maintenance (attach details or invoices) \_\_\_\_\_

Valuation fees \_\_\_\_\_

Water rates \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### Details of visits to inspect property/conduct property business:

Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Home Office Expenses (if applicable)

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:

Expense Description	Amount (\$)
Area used for Business (m <sup>2</sup> )	_____
Total Area of House & Workshop (m <sup>2</sup> )	_____
Power	_____
Insurance (Building & Contents)	_____
Interest (House Mortgage)	_____
Rates (including regional council rates)	_____
Repairs and maintenance	_____
Other: _____	_____
Total	_____

## Other Details Required (if applicable)

- Solicitors Settlement Statement
- Sale and Purchase Agreement
- Loan details for property purchased
- A copy of the latest Rateable Valuation
- A list of chattels with their dates and value for properties bought or sold during the year

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### Declaration

#### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the above balance date. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in our most recent Engagement Letter. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information, as you require, in order to complete the above assignments. I/We authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.

**Director Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Director Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Thank you for completing this checklist and supplying all relevant information.**