

<i>Office Use Only</i>
Name: .....
Balance Date: .....

## Rental & Investment Checklist 2020

Entity Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business/Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

	<b>Records Required:-</b>	✓
1.	Interest received – RWT Certificates and Year End Statements for all deposits held	
2.	Dividend Statements for any dividends received during the year	
3.	Portfolio Investment Entities (PIE) – distribution statements and Prescribed Investor Rate (PIR) confirmation	
4.	Financial Arrangements Income e.g. corporate bonds/government stock bought and sold in year	
5.	Overseas Equity Investments/Superannuation and/or Life Policies – details of all owned/purchased/sold and any distributions received	
6.	New Zealand Investments – income and balances at 31 March 2020 for bank accounts/term deposits/loans/shares	
7.	Overseas Investments/Loans – any foreign currency/investments/bank accounts/loans/shares/superannuation	
8.	Investment Portfolio Tax & Summary Reports – copies from managers/advisors as applicable	
9.	Other income e.g. partnership/trust/share or property dealing/business income etc.	
10.	Deductible expenses e.g. Income Protection Insurance/interest paid on funds borrowed for business/ACC etc.	
11.	<p><b>Rental Income Schedule</b></p> <p>Property Address: .....</p> <p>Total Rental Received: \$ .....</p> <p><b>Expenses</b></p> <p>Insurance – House and Contents .....</p> <p>Interest cost – Loan summary and/or Loan statements .....</p> <p>Legal expenses .....</p> <p>Repairs and Maintenance – attach details major items .....</p> <p>Rates – District and Regional .....</p> <p>Other expenses e.g. advertising/property inspections costs .....</p> <p>If this is first year property owned/rented please advise/attach:</p> <ul style="list-style-type: none"> <li>- cost of property .....</li> <li>- latest Government Valuation with land/building split .....</li> <li>- Solicitor’s settlement statement with purchase details .....</li> </ul>	
12.	Any major changes in assets e.g. property sale/purchase	
13.	Working for Families – changes/Child Support received	
14.	Charitable Donations – attach if you wish us to complete claim	

**Basis of Accounts Preparation**

If you do not trade as a Company then, unless otherwise instructed by you, Fluker Denton Limited will only prepare special purpose financial statements that may be used as a base from which income tax returns can be prepared. Such financial statements may not necessarily comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP).

If you specifically require NZ GAAP accounts, please let us know.

**Instructions / Authorisation for Fluker Denton Limited**

I/We instruct Fluker Denton Limited to prepare my/our financial statements and/or tax return for the 2020 financial year. I/We undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly, will not result in the expression by you of an opinion on the financial statements or tax return insofar as third parties are concerned.

**Authorisation to Obtain Information Subject to the Privacy Act**

I/we authorise Fluker Denton Limited to communicate with ACC, the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as you require to complete the above engagement.

Signature ..... Date .....  
(please sign here)

**Notes:**