

Property Details	
Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____	If a property was not rented for a full 12 months, please provide details of why and when it was vacant. _____ _____

Rental Income and Expenditure		✓															
Where you use Xero or Dennis O'Grady Ltd assists with the management of your rental properties please provide a final Bank statement for the year ended 31 March for all bank accounts <p style="text-align: center;">Or</p> If you use a separate bank account to manage your rental income please provide a bank download for the year 1 April – 31 March (QIF/ OFX) from your account. Please contact our office if you need assistance. <p style="text-align: center;">Or</p> Please provide details on the following page for each rental property.																	
Details of visits to inspect property/conduct property business. Use a separate sheet if necessary: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Details</th> <th style="text-align: left;">Kilometres</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Date	Details	Kilometres	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
Date	Details	Kilometres															
_____	_____	_____															
_____	_____	_____															
_____	_____	_____															
_____	_____	_____															

Home Office Expenses																					
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: Area used for Business: _____ m ² Total Area of House & Workshop: _____ m ² <table border="0" style="width: 100%;"> <tr> <td>Power</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Insurance (Building & Contents)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Interest (House Mortgage)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Internet</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Rates</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Repairs & Maintenance</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Telephone – Mobile</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Telephone – Land line</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ _____</td> </tr> </table>		Power	\$ _____	Insurance (Building & Contents)	\$ _____	Interest (House Mortgage)	\$ _____	Internet	\$ _____	Rates	\$ _____	Repairs & Maintenance	\$ _____	Telephone – Mobile	\$ _____	Telephone – Land line	\$ _____	Other	\$ _____	Total	\$ _____
Power	\$ _____																				
Insurance (Building & Contents)	\$ _____																				
Interest (House Mortgage)	\$ _____																				
Internet	\$ _____																				
Rates	\$ _____																				
Repairs & Maintenance	\$ _____																				
Telephone – Mobile	\$ _____																				
Telephone – Land line	\$ _____																				
Other	\$ _____																				
Total	\$ _____																				

Other Details Required	
<ul style="list-style-type: none"> • Solicitors Settlement Statement • Sale and Purchase Agreement • Loan details for property purchased • A copy of the latest Rateable Valuation • A list of chattels and their value for properties bought or sold during the year 	

**Thank you for completing this questionnaire
Don't forget to sign an Authority to Act**