31 MARCH 2011
RENTAL PROPERTY - ANNUAL CHECKLIST

Property Address: ☐

Property Owners: ☐

This may be a company, a trust, an individual or multiple individuals.

Please answer ALL questions. Where lists of information are required use back of the form or attach a separate schedule. If you require any assistance, please give us a call.

This exercise is in your own best interest.

Complete a separate page for each investment property.	Y	N
1. **Property Sale or Purchase -** Was the property purchased or sold during the year? *If "no", go to Section 2. If "yes" attach:* • *Sale and purchase agreement.* • *Lawyers settlement statements.* • *Lawyers bill.*	☐	☐
2. **Previous Tax Returns -** If this is the first year Dent & Heath have done your tax return please include a copy of last years tax return and depreciation schedule.	☐	☐
3. **Other Issues**		
(a) Did you maintain a separate bank account for this property? *If "yes", attach the bank statements, cheque books and deposit books.* *If "no", we will need other details of the property income and expenses.*	☐	☐
(b) Is the rent from this property being deposited into a private account? *If "yes" please provide a schedule.*	☐	☐
(c) Did you pay property related expenses out of your private funds? *If "yes", provide details of the expenses.*	☐	☐
(d) Did you record property related use of your private motor vehicle? *If "yes", attach details of the kilometers travelled.*	☐	☐
(e) Were there any extended vacancies during the year? *If "yes", please provide details.*	☐	☐
(f) Is the property occupied by a relative?	☐	☐
(g) Were there any repairs or maintenance which cost more than $500 during the year? *If "yes", please provide details.*	☐	☐
4. **Loans / Mortgage**		
Provide copies of the annual loan/ mortgage summary provided as at 31 March 2011.	☐	☐
New Loans/ Mortgages – Provide copy of Loan Agreement	☐	☐
5. ***TERMS OF ENGAGEMENT**: Please sign enclosed Terms of Engagement and return with papers.*		

DENT and HEATH

TERMS OF ENGAGEMENT

I understand the Annual Report will be prepared in accordance with generally accepted accounting practice and will be either a General or Special Purpose Report.

I accept responsibility for the accuracy and completeness of the information supplied, which is to be used in the preparation of the Annual Report. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and therefore you are unable to provide assurance on the financial statements. I understand your work cannot be relied on to detect error, internal control weaknesses or fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by an third party. The financial statements will be prepared in accordance with generally accepted accounting practice in New Zealand.

I acknowledge that invoices issued by you are payable by the 20^{th} of the month following the date of invoice unless a special arrangement has been made with you. I agree to accept liability for your fees arising from those services we have asked you to undertake. I also agree that if for any reason my account remains unpaid at the time of a tax refund being obtained you have authority to deduct any amounts still owing to you for completion of my accounts before forwarding the balance.

I also acknowledge that it is my responsibility to ensure that all tax is paid by due date and if not that I am responsible for any penalties that may be incurred. I am aware that you will endeavour to remind me of any tax payable before the due date.

I also give you full authority to contact my Bank, the Inland Revenue Department, and other persons, for the purposes of obtaining information necessary to complete my returns of income and financial statements. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but I give my full authority for this statement to be used as written confirmation of our agreement to your obtaining information from the Bank, the Inland Revenue Department, and any other persons for the above-mentioned purposes.

I also acknowledge that you, as a professional accounting practice, are subject to a practice review by the New Zealand Institute of Chartered Accountants. This requires that, from time to time, internal auditors within the Institute will review your files to ensure the quality of the work performed is up to the standard required. I give my full authority to allow these internal auditors access to my files on the understanding that this procedure is to review your performance only and not our affairs. I further understand that no copies of our records will be taken.

Signed

.... Date ....

on behalf of

....

Client Name