



March 2020

Client: _____

Contact Phone No: _____

Email Address: _____

**INFORMATION REQUIRED TO PREPARE YOUR 2020
RENTAL SCHEDULES**

Address of Property _____

INCOME

Total Rental Income _____

EXPENSES

Accounting Fees _____

Advertising _____

Agent's/Management Fees _____

Bank Charges _____

Insurance _____

Legal Expenses _____

Interest _____

Power _____

Travel Costs (state no. of kms) _____ kms

Rates _____

Repairs & Maintenance _____

Other (Specify) _____

New Assets Purchased

Please list each item and date first used

PURCHASE OF RENTAL PROPERTY

Property Purchased Address _____

Date Purchased _____ Purchase Price \$ _____

Date available for rental _____

Please supply:

- Sale and purchase agreement
- Details of expenses incurred to make property available for rental
- Valuation of property if one was obtained (or rates demand)
- Valuation of chattels, if available
- Solicitor's statements for purchase
- Solicitor's fee invoice

SALE OF RENTAL PROPERTY

Sold Property Address _____

Date of Sale _____ Selling Price \$ _____

Please supply:

- Most recent government valuation prior to sale (shown on rates demand)
- Sale and purchase agreement
- Solicitor's statements for sale
- Solicitor's fee invoice

I ask that you sign the information authority below and return this questionnaire with your information to my office as it is getting increasingly difficult with the Privacy Act to obtain information from any source without authorisation.

Phillip J Blacktopp

ACCOUNTANT

I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Information and Signing Authorisation

I authorise Helston & Associates Limited to obtain any information and sign any Returns on my behalf, regarding my tax affairs.

Name

Signed Date