

PKF 2023 RENTAL INFORMATION QUESTIONNAIRE

Please complete a separate Rental Information Questionnaire for each rental property you own

Client/Entity Name	
Rental Property Address	

Please CIRCLE the correct answer	
Commercial	Residential

Rental Property Type

Please complete this questionnaire as it contains vital information required to complete your accounts. Be sure to answer all questions so we know you have not missed any questions by mistake. Correctly completing this questionnaire will generally save us a great deal of time which will ensure your statutory obligations are met and you receive vital information on the performance of your business in a timely fashion.

1. General Rental Information

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
_____ days	
_____ days	
_____ days	
_____ days	

a) Did you receive rental income or have expenses for the year?

If yes, please provide details or complete appendix A

b) Do you keep a separate bank account for the rental transactions?

If yes, please provide copies of the bank statements for the full year, identifying on each page what each transaction was for

c) Did you have a loan for this rental property during the year?

If yes, please provide detailed loan statements and/or transaction history for the full year and complete appendix B if residential rental

d) Was your property managed by a Property Management Agency?

If yes, please provide the year end or monthly property manager's summaries

e) Did you carry out repairs to the rental property during the year?

If yes, please provide receipts for transactions over \$1,000

f) Have you purchased any new assets over \$1,000 during the year?

If yes, please provide receipts and complete appendix C

g) Number of days the property was available to be rented out

(exclude days used privately or not available for use due to repairs)

h) Number of days the property was vacant but available for use during the

year

i) Number of days the property was used privately during the year

(by you, family members or associated persons, even if charged rent)

j) Number of days the property was rented out for less than 80% of the market rate to persons not associated to you?

2. Purchase or Sale of Rental Property

a) Was the rental property purchased or sold during the year?
If yes, please provide legal documentation (sales & purchase agreement, settlement statement, valuation report, chattels report, loan drawdown/repayment documentation)

Yes	No
Yes	No

b) If yes, was the sale or purchase made to/from a related entity?
If yes, please provide details

Further details

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3. Use of Vehicle

a) Was a private motor vehicle used for rental related purposes?
If yes, please provide details below

Please CIRCLE the correct answer	
Yes	No

Vehicle make and model

Registration plate number

CC Rating

Fuel Type

Total business kilometres travelled during the year

Petrol	Diesel	Hybrid	Electric

Further details

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4. Information on Tenants

Certain residential properties may not be subject to the interest limitation rules.

a) Is the property leased to a government department (e.g. Ministry of Housing and Urban Development or Kāinga Ora) or a registered community housing provider?
If yes, please provide the tenancy agreement

Please CIRCLE the correct answer	
Yes	No

Appendix A – Rental Income & Expenses

If you maintain a separate bank account for the rental property, please provide all bank statements for the year. Please identify on each page what each transaction was for.

If the property is independently managed, please provide the year end or monthly property managers summaries.

Or If you have analysed your bank accounts please provide detail below for the rental income and expenses for the financial year:

Income

Rental Income Received	\$
Other Rental Related Income (not rent)	\$

Expenses

Advertising	\$
Agent Fees / Commission	\$
Bank Charges	\$
Body Corporate Fees	\$
Insurance	\$
Interest <i>(Note: if residential rental, please also fill in Appendix B)</i>	\$
Lawns & Gardening	\$
Rates	\$
Repairs & Maintenance	\$
Other (Please specify)	\$
Other (Please specify)	\$
Other (Please specify)	\$

Please provide a copy of the invoice for any repairs costing more than \$1,000

Further details

Appendix B – Interest Limitation for Residential Rentals

From the 2022 tax year there are new rules on deductibility of interest on residential rental investments.

1) New Builds

A new build is a property that received its code compliance certificate on or after 27 March 2020. Interest relating to new builds is eligible to be deducted for up to 20 years from the time the property's code compliance certificate is issued.

2) Existing residential investment property

a) acquired on or after 27 March 2021

Interest deductions will not be allowed from 1 October 2021.

Income year (for standard balance date)	Percent of interest allowed to claim
1 April 2021 – 31 March 2022 (transitional year)	1 April 2021 to 30 September 2021 – 100%
	1 October 2021 to 31 March 2022 – 0%
1 April 2022 onwards	0%

b) acquired prior to 27 March 2021

Phase out rules for interest deductibility apply as follows:

Income year (for standard balance date)	Percent of interest allowed to claim
1 April 2021 – 31 March 2022 (transitional year)	1 April 2021 to 30 September 2021 – 100%
	1 October 2021 to 31 March 2022 – 75%
1 April 2022 – 31 March 2023	75%
1 April 2023 – 31 March 2024	50%
1 April 2024 – 31 March 2025	25%
1 April 2025 onwards	0%

Note: The acquisition date is the date a binding sale and purchase agreement is entered into (even if some conditions still need to be met). So this is the date the agreement went conditional (if there were conditions), or un-conditional (if there were no conditions). The acquisition date is not the settlement date.

Please CIRCLE the correct answer	
a) Does your property meet the New Build criteria as described above?	Yes No
b) If no, did you acquire the property prior to 27 March 2021? <i>If you are unsure, please provide a copy of the signed sale & purchase agreement and we will determine this for you.</i>	Yes No
c) Do you have one or more loan/s for this rental property? <i>If yes, please provide the below information</i>	Yes No

Type of Source Information

Loan statements and/or transaction summaries for all loans for the full year showing:

- all interest paid throughout the year
- all principal paid throughout the year
- closing balance at the end of the year

Confirmation of the interest rate of each loan as at the last day of the financial year

Please tick if supplied

Appendix C – Fixed Assets

Please provide details of any fixed assets purchased, sold or traded in during the year.

Advise when the new fixed assets purchased were available for use.

Supply copy of invoices, finance documents if acquired via hire purchase, lease or loan.

Asset Name	Purchased or Sold?	Date	\$ Amount (Incl. GST)	New or 2 nd Hand	Financed by:

Further details