

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;"><u>Or</u></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;"><u>Or</u></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	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
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_____	_____	_____															
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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	\$ _____
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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**