

# Annual Accounts Checklist - Rental



Client name: \_\_\_\_\_  
Balance date: \_\_\_\_\_ Phone \_\_\_\_\_  
Date: \_\_\_\_\_ Fax \_\_\_\_\_  
Email: \_\_\_\_\_

To: Core Accountants Limited

## Terms of Engagement

I/We hereby instruct you Core Accountants Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending March 2026. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during the preparation of the Financial Statements and Taxation Returns, you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Name (1): \_\_\_\_\_ IRD no: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (2) \_\_\_\_\_ IRD no: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Annual Records Checklist - Records Required

Bank statements, cash books, etc <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"><li>▪ Receipt books. Make sure any items not for business sales are clearly marked</li><li>▪ Suppliers' invoices</li><li>▪ Cashbook, written up, analysed and reconciled to the bank statements monthly</li><li>▪ Backup USB as at end of financial year</li><li>▪ Copy of bank reconciliation as at balance date for all bank accounts</li><li>▪ Please contact us to provide us with your login details for Xero</li><li>▪ Statements from dairy company, kiwifruit or horticulture agents, Farmlands, Stock and Station agents</li><li>▪ Easy Books backup</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Goods and Services Tax (GST) Returns <input checked="" type="checkbox"/>	
Supply copies of goods & services tax (GST) returns and work papers.	<input type="checkbox"/>
Capital Expenditure <input checked="" type="checkbox"/>	
Attach details of assets purchased or sold during the year	
<ul style="list-style-type: none"><li>▪ Hire purchase or loan agreements</li><li>▪ Lease agreements</li><li>▪ All legal statements and agreements</li><li>▪ Trade-in details</li><li>▪ Lost, stolen or scrapped items</li><li>▪ Copy of Tax Invoices</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Residential Property Sales <input checked="" type="checkbox"/>	
Has this entity sold any residential property during the year (not otherwise detailed on the information provided)?	<input type="checkbox"/>
If so, when was the property purchased?	<input type="text"/>
If it was purchased within 10 years of the sale date:	
What was the original purchase price?	<input type="text"/>
What was the sale price?	<input type="text"/>
Has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use	<input type="checkbox"/>
<input type="text"/>	
<input type="text"/>	
Please also provide a copy of the sale and purchase agreement for the sale.	<input type="checkbox"/>

**Property Details**



Provide us with the addresses of any rental properties you have.  
Please confirm the addresses below for the rental properties you have.



1. Address

2. Address

If a property was not rented for a full 12 months, provide details of why it was vacant.

**Rental Income and Expenditure**



Supply bank statements clearly identifying and detailing all transactions that relate to the rental properties  
Supply details of the following for each rental property. Use a separate sheet if necessary.



Income:

Total rent received

Expenses:

Accounting fees	<input type="text" value="\$"/>	Phone	<input type="text" value="\$"/>
Advertising (to rent)	<input type="text" value="\$"/>	Power	<input type="text" value="\$"/>
Bank fees	<input type="text" value="\$"/>	Rates (including regional council rates)	<input type="text" value="\$"/>
Insurance	<input type="text" value="\$"/>	Repairs and maintenance (please attach details or invoices)	<input type="text" value="\$"/>
Legal fees	<input type="text" value="\$"/>	Valuation fees	<input type="text" value="\$"/>
Management fees	<input type="text" value="\$"/>	Water rates	<input type="text" value="\$"/>
Mortgage interest	<input type="text" value="\$"/>		

(attach copy of loan summary/statements from bank)

Details of any other expenses relating to rental property:

<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>
<input type="text"/>	<input type="text" value="\$"/>

Details of visits to inspect property/conduct property business:

date	km	details
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Rental Income from Overseas**



Provide details of any income received from overseas, including rental income and any tax deducted from this income



**Other Details Required**



- Solicitor's Settlement Statement
- Sale and Purchase Agreement
- Loan details for property purchased
- A copy of the latest Rateable Valuation
- A list of chattels with their dates and value for properties bought or sold during the year
- Any notifications provided to IRD of residential property held on revenue account (taxable on sale)



**Motor Vehicles**



Please confirm that details of your motor vehicles and private usage are as per the previous financial year

Yes  No

If No, please provide the following details:

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description:

Odometer reading as at balance date	<input type="text"/>	
Business	<input type="text"/>	km
Total	<input type="text"/>	km
Percentage business	<input type="text"/>	

Vehicle Description:

Odometer reading as at balance date	<input type="text"/>	
Business	<input type="text"/>	km
Total	<input type="text"/>	km
Percentage business	<input type="text"/>	

Indicate which vehicles you are currently paying Fringe Benefit tax for:


**Home Office Expenses**



If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Area used for business:	<input type="text"/>	(m2)
Total area of house and workshop:	<input type="text"/>	(m2)

**Actual Cost Method**

Rent	<input type="text"/>	\$
Power	<input type="text"/>	\$
Phone	<input type="text"/>	\$
Rent	<input type="text"/>	\$
Internet	<input type="text"/>	\$
Insurance - building and contents	<input type="text"/>	\$
Interest - house mortgage	<input type="text"/>	\$
Rates (including regional council rates)	<input type="text"/>	\$
Repairs and maintenance	<input type="text"/>	\$
Other	<input type="text"/>	\$
<b>Total</b>	<input type="text"/>	\$

**OR IRD Square Metre Rate Method (see below note)\***

Interest (house mortgage)	<input type="text"/>
Rates (incl regional council rates)	<input type="text"/>
Rent	<input type="text"/>

*\*Would you like to use the IRD rate? Currently it is \$47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.*

**Other Taxable or Non-Taxable Income**



Did you receive non-taxable income from any other sources, either taxable or non-taxable?

If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).


