

# 2024 – PERSONAL/RENTAL CHECKLIST

NAME \_\_\_\_\_ BALANCE DATE 31 March 2024  
30 June 2024

PH CONTACT \_\_\_\_\_ CELL \_\_\_\_\_ HOME \_\_\_\_\_

E-MAIL: \_\_\_\_\_

- If you are uncertain about anything, please ask.
- Use this form when assembling your records.
- This form must be signed and brought in with your information.

Please return completed checklist to

Email: heather@liddellcrook.nz  
Post: Liddell and Crook Ltd  
PO Box 5365, Papanui  
Christchurch 8542

## INCOME

**Note: A summary of your earnings will be obtained from Inland Revenue.**

1. Did you receive any interest and / or dividend income Yes/No  
\* *Please attach all annual resident withholding tax certificates provided by each source of interest income.*  
\* *Please attach all advice slips which accompany dividend payments.*
  
2. Have you any investments in Portfolio Investment Entities (P.I.E's)? Yes/No  
\* *Please attach certificates for income earned for the year.*
  
3. Did you receive income from any other source Yes/No  
\* *Please supply details of income from:*
  - Partnerships
  - Trusts
  - Overseas
  - Pension other than from the New Zealand Government
  - Other
  
4. Do you have any overseas investments Yes/No  
\* *Please advise **ALL** details of investments and income received.*
  
5. Did you receive income from which withholding tax was deducted (IR13) Yes/No  
\* *Please ask for a contractor checklist*
  
6. Did you receive income from a rental property Yes/No  
\* *If yes please complete questions 9 -19*
  
7. Did you make any donations or pay for school fees Yes/No  
\* *Please advise the amounts and attach receipts*

8. Might you qualify for Working for Families Tax Credits. Yes/No  
\* Please complete our Working For Families Checklist. If this has not been supplied you can download it from our website or call us for a copy.

**IF YOU RECEIVE INCOME FROM A RENTAL PROPERTY PLEASE COMPLETE THE FOLLOWING:**

**RECORDS AND INFORMATION REQUIRED**

9. Name or Names of Owners: -  
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10. Address of Property Rented:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. How many months was the property available to rent? \_\_\_\_\_
12. Please supply the necessary information to determine the total rent Received from 1/4/23 to 31/3/24. This information should be in the form of a specific note, bank statements or property managers statements.
13. Was any property bought or sold during the year? Yes / No  
If yes, please supply Solicitors settlement statements showing the cost/sale price of the property and details of any financing/loan repayments. Please advise if any loan fees were paid during the year.
14. Was the property used for both personal and business during the year? Yes/No  
If yes, please advise the number of nights personal use, the number of nights Business use and the number of nights you stayed while doing repairs.
15. Please supply all rates installments for the year. Total Paid \$ \_\_\_\_\_
16. Please supply Insurance details. Total Paid \$ \_\_\_\_\_
17. Please supply loan statement from your bank showing the loan interest paid from 1/4/23 to 31/3/24 Total Paid \$ \_\_\_\_\_
18. Please supply the following if applicable:  
1. Bank Fees charged on rental bank account  
2. Agents Rental Summaries (if used) of rent received and deductions.  
3. Details of mileage to and from the property for inspection etc.  
4. Repairs during the year  
5. Any other expenditure associated with the property

**19. RENTAL PROPERTY FIXED ASSETS**

Please list below any significant purchases (over \$1,000) or sales of assets for the rental property.  
Please provide name, date purchased, cost, and finance agreement if applicable.

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**TERMS OF ENGAGEMENT (Please read and sign)**

I hereby instruct you to prepare my Rental Statements and tax returns on a Special Purpose reporting basis to comply only with the requirements of the Income Tax Act. I understand the financial reports should not be relied on for any other purposes.

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. 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 my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me.

I accept responsibility for any failure by me to supply all relevant records and information to you. You are hereby authorised to communicate with Bankers, Solicitors, Finance Companies to obtain such further information as may be required to carry out the above assignment.

I (name) authorise Liddell and Crook Ltd to obtain information from Inland Revenue regarding all tax types (except Child Support) until further notice and to correspond with Inland Revenue as may be required to carry out or auxillary to completing the above assignment. This includes obtaining information through all channels including, but not limited to, the online services available on the Inland Revenue website.

I acknowledge I will be charged on a time and cost basis for the completion of this work.

I authorise my accountant, Liddell and Crook Ltd, to link any tax accounts required from Inland Revenue.

<b>Name</b>	<b>Signature</b>	<b>IRD No</b>
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Date \_\_\_\_\_