

Name: _____

2024 Annual Rental Questionnaire

Information required for financial statements and tax returns.

Please ensure this form is completed in full. If any section is not applicable, please cross the N/A box.

1 Records / Accounting Systems		Xero	MYOB
What accounting system have you used during this financial year?			
- Invite user (BTSR)	Yes	No	BTSR Linked
- Other product used (Reckon, QuickBooks, Cash Manager, Accredo, Other) <i>Contact advisor for list of reports required</i>	Yes		
Please provide the following:	Enclosed		
- Your manual cashbook (if one is kept) including:	N/A		
- Completed Bank Reconciliation as at balance date			
- Bank Statements for the year and one month following balance date including:			
- Business Accounts			
- Savings Accounts			
- Credit Card Statements			
- Property Manager Reports			
- Annual Reports			
- Monthly Reports			
- Details of expenses (e.g. repairs and maintenance) paid by property managers			
- If you have no computer system or cash book please ensure:			
- All transactions are detailed on bank statements			
- Please clearly identify bankings which are not rent received			
- Please provide a detailed list of any proceeds or rent not banked during the financial year.			

2 Income - Rent Received			
Address	Period Available for Rent	Rent Received	
		\$	
		\$	
		\$	
Were any properties used for private purposes during the financial year?		YES	NO
If yes, please describe that use and detail the numbers of days each relevant property was used privately, used for deriving income, and unused			
Address	Reason	Dates	

3 Rent Received in Advance / Arrears		Amount	N/A
Rent received in advance		\$	
Rent Arrears (amount owed to you at balance date)		\$	

4 Accounts Payable (These are amounts owing by you, but not paid at balance date)	YES	N/A

Did you have any Accounts Payable (Creditors) at balance date?

YES	N/A
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Date	Details (including Creditor's name and type of expense)

Amount
\$
\$
\$
\$

5 Details of Expenses (if cashbook is not used)

Please provide details of the following expenses for the financial year (unless included in your cashbook)

N/A

	Details
- Accountancy	
- Management Fees	
- Insurance	
- Rates	
- Repairs and Maintenance	
- Valuation Fees	
- Other	

Amount
\$
\$
\$
\$
\$
\$
\$

6 Fixed Assets / Capital Expenses

Have you purchased any depreciable assets, such as for improvements, additional furnishings, plant etc during the financial year with a value of \$1,000 excl. GST or more?

YES	N/A
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Please provide the following information and a copy of the invoice for high value items.

Enclosed

Date	Details

Amount
\$
\$
\$
\$

7 Loans and Mortgages

Please provide details of all loans and mortgages for rental properties and include loan summaries

N/A

Loan	Interest paid during the financial year	Balance at year end
	\$	\$
	\$	\$
	\$	\$

8 Interest Limitation Rules

Answer the following questions if you own residential property that you use for deriving income, and for which you have incurred interest expenditure during the income year. Answer the following for each property owned.

What is the address of the property:

Property:		Property:	
Yes	No	Yes	No

For any loans to finance purchase of the property, were the loans drawn down before 27 March 2021?

Was the 'code of compliance certificate' obtained on or after 27 March 2020?

Is the property configured as a residence or abode, such that it can be used as a long-term residence?

Is the property located on a farm?

8a Interest Limitation Rules (continued)

Property:		Property:	
Yes	No	Yes	No

development, land related business, etc.?

What was the balance of the loan for the property as at 26 March 2021?

Is that loan solely for the property, or for other purposes? Please provide detail.

9 Property Purchases

YES N/A

Have you purchased any new rental properties during the financial year?

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If "yes," please supply a copy of the Solicitors Settlement Statement, the Sale and Purchase Agreement and any new loan documents.

Enclosed

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Borrowed From

Security Given

Amount Borrowed

\$
\$

10 Property Sales

YES N/A

Have you sold any properties during the financial year?

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If "yes," please provide a copy of the Solicitors Settlement Statement and Sale and Purchase Agreement and any loan settlement statements

Enclosed

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Do you have any intention to sell any properties during the next financial year? (This may trigger tax consequences)

YES N/A

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In certain circumstances the sale of land (including buildings) may be assessable, including but not limited to situations where the taxpayer trades in the asset, is in a land related business, there is an association with a person in a land related business, where it is purchased with and intention of resale, where development or subdivision occurs.

Land and Buildings

If you purchased the property on or after 29 March 2018, but before 27 March 2021, the Brightline test may apply if you sell it within five years of buying. If you purchased the property on or after 27 March 2021, the Brightline test can apply if the property is sold within a ten year period. For land acquired after 27 March 2021 a five year Brightline period may apply (rather than ten years) if the requirements of a 'new build' are satisfied.

There are some exclusions that can apply to the Brightline test, such as the 'main home' exclusion and the exclusion for inherited property.

There are other income tax rules, in addition to the Brightline test, that can result in profits from the sale of land and buildings being assessable.

11 Ring Fencing of Residential Rental Losses

YES N/A

Has the rental property/any of the rental properties been used during the financial year:

- as a main home; or
- for private and rental purposes; or
- for employee accommodation (if the owner is an employer); or
- for short term stay accommodation (less than 4 weeks).

12 Car Expenses

Enclosed N/A

Please provide details / your record of any business mileage during the financial year

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Total km's used for business / rental purposes

	kms
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