

## **RENTAL**

**CLIENT NAME** \_\_\_\_\_

### **INFORMATION REQUIRED FOR YOUR FINANCIAL REPORTS**

*Please complete one form for each rental property*

☐ **RENTAL PROPERTY ADDRESS** \_\_\_\_\_

☐ **MANAGED PROPERTY**

Was this property professionally managed? Yes/No

If yes, please provide copies of all statements from your Property Manager for the year.

☐ **RENTAL PERIOD**

Was the property rented for the full 12 month period? \_\_\_\_\_

If not, how many months was the property available for rent? \_\_\_\_\_

☐ **COMPUTERISED SYSTEM** (Xero, MYOB or other products)

- Please send in a backup - (for MYOB please send Accountants Link download & backup separately. Does not apply for Xero.)
- Bank statement(s) showing the 31 March 2019 balance for all bank accounts

☐ **MANUAL SYSTEMS**

- All Bank Statements
- Cheque butts and deposit slips
- Reconciled Cashbook (if prepared)

☐ **RENTAL INCOME & EXPENDITURE**

If you do not operate a separate rental bank account please provide the following information along with supporting documentation.

Total Rent Received \$ \_\_\_\_\_

Total Expenses Paid:

Insurance \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Mortgage Interest \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

(for expenses in excess of \$500 please itemise separately)

Travel Expenses: Annual km's travelled in relation to rental property \_\_\_\_\_ kms

☐ **SALE OR PURCHASE OF RENTAL PROPERTY DURING THE YEAR**

If the property was bought or sold during the year please supply the following:

- Sales & Purchase Agreement
- Solicitors Settlement Statement
- Mortgage Details

**TERMS OF ENGAGEMENT**

Financial Statements prepared by Toni Walker Ltd will carry the following Disclaimer of Liability

A compilation requires us to apply compilation procedures, in accordance with SES-2 Compilation of Financial Information, to compile (the financial information) from information which you have provided us. Those compilation procedures do not include the performance of an audit or review, nor do our procedures include verification or validation in respect of the information you provide or the financial information that is compiled from it. Accordingly, neither I nor any of my employees accept any responsibility for the reliability, accuracy or completeness of the information from which the financial information has been compiled. The financial information is prepared at your request and exclusively for your benefit. Neither I nor any of my employees accept any liability of any kind whatsoever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

In order to assist in the preparation of the Financial Reports I hereby authorise Toni Walker Ltd to contact my bank, solicitor or other parties who may be able to assist directly.

**CLIENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_