

RENTAL PROPERTY SCHEDULE - 1 APRIL 2018 TO 31 MARCH 2019

Please complete one form per property

This property is owned by _____

Property Address: _____

Available to Rent (<i>Full Year 1 April to 31 March</i>) From _____ to _____
Rent Received \$ _____ per Week/Month/Year. Weeks Rental Received _____

Please provide details of the expenses below for this rental property. Use a separate sheet if necessary. If you are unsure what to provide please contact us.			
Rates	\$ _____	Accountancy	\$ _____
Insurance	\$ _____	Stationery	\$ _____
Commission	\$ _____		
Lawnmowing/Rubbish Removal/Cleaning/Other		\$ _____	
Repairs & Maintenance (<i>Please Attach Invoices & Receipts</i>)		\$ _____	
Additions to Asset (<i>Please Attach Invoices & Receipts</i>)		\$ _____	
Mortgage Interest (<i>Attach a copy of loan summary as at 31 March 2019 or loan statements for the whole year</i>)		\$ _____	

NB: You need to keep the records of these amounts (and all receipts) for IRD for 7 Years.

Vehicle Mileage
Mileage claim for rental property related mileage only.
Total number of kilometres travelled _____ kms.
<i>Full details including dates, distance travelled and reason must be kept.</i>

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:	
Business Area _____ m2/ft2	Power _____
Total area of house and other buildings _____ m2/ft2	Insurance (<i>Building & Contents</i>) \$ _____
<input type="checkbox"/> Same percentage as last year.	Interest (<i>House Mortgage</i>)/Rent \$ _____
	<i>Interest Documents must be provided</i> <input type="checkbox"/>
	Rates \$ _____
	Repairs & Maintenance \$ _____
	Telephone Rental & Interest \$ _____
	Other \$ _____

Was the Property Brought or Sold in this Financial Year? <input type="checkbox"/> s No <input type="checkbox"/>
<input type="checkbox"/> We have attached/enclosed Sale & Purchase Agreement
<input type="checkbox"/> We have attached/enclosed lawyers settlement statements
<input type="checkbox"/> We have attached/enclosed lawyers bills

Signed

Date

Signed

Date