



Melessa Henderson  
CA Ltd



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## RENTAL PROPERTY SCHEDULE - 1 APRIL 2023 TO 31 MARCH 2024

Please complete one form per property

This property is owned by \_\_\_\_\_

Property Address: \_\_\_\_\_

Available to Rent (Full Year 1 April to 31 March) 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	\$ _____		
<b>Repairs &amp; Maintenance</b> (Please attach Invoices & Receipts)	\$ _____		
<b>Additions to Asset</b> (Please attach Invoices & Receipts)	_____		
<b>Mortgage Interest</b> (Please attach Loan Summary or Strmts)	\$ _____		

**NB: You need to keep financial records and receipts for IRD for 7 Years.**

**Vehicle Mileage**  
Mileage claim for rental property related mileage only.

Total number of kilometres travelled \_\_\_\_\_ kms.

Full details including dates, distance travelled and reason must be kept in a Log Book.

**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 (Building & Contents)	\$ _____
		Interest (House Mortgage) /Rent	\$ _____
<input type="checkbox"/> Same percentage as last year.		Interest Documents must be provided	<input type="checkbox"/>
		Rates	\$ _____
		Repairs & Maintenance	\$ _____
		Telephone Rental & Interest	\$ _____
		Other	\$ _____

**Was the Property Brought or Sold in this Financial Year?**  Yes  No

We have attached/enclosed Sale & Purchase Agreement

We have attached/enclosed lawyers settlement statements

We have attached/enclosed lawyers bills

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date