



TAXATION & FINANCIAL SPECIALISTS

CLIENT NAME: _____

EMAIL: _____

DAYTIME PHONE NUMBER: _____

2018 PROPERTY INVESTMENT TAX QUESTIONNAIRE

*****Please complete, sign and return back to us*****

- 1) **Have you bought or sold an investment property in the last twelve months?** Yes / No

If yes, please state: **address, sale price/purchase price.**

_____ \$
_____ \$

Whose name was it purchased in?

Whose name is the mortgage in?

- 2) **Please attach the Solicitor's Settlement Statement and a copy of the Sale and Purchase Agreement for any property purchased or sold.**

- 3) **Was any apportionment of Land, Buildings, Chattels and Fitout made at purchase/sale.**

If yes, please supply valuer's report.

***** Note: Any new properties you have acquired can be depreciated on the basis of the internal fitout and chattels, however you are unable to claim depreciation on residential buildings, only on fitout / chattels.***

- 4) **Please provide either a Government Valuation or an independent Valuer's Report for any new properties purchased / sold in the year.**

This is to enable us to split land and buildings accurately.

- 5) **Have you moved back into a rental property? If so, please advise us of the date you moved back into the property.**

- 6) a) **Have you made any capital improvements to your properties in the last year?**

If YES, please provide full details and amount spent.

Yes / No

- b) **Please advise us of any items on your chattel/fitout list that have been replaced or written off.**

7) **Borrowings**

- a) **Please provide bank loan summaries / bank statements showing –**

(i) **Balances as at 31 March 2018** \$ _____

(ii) **Interest paid during the year** \$ _____

b) **Is your mortgage interest only?** Yes / No

c) **Have you refinanced during the year?** Yes / No

If YES, how much was the penalty that you had to pay the Bank? If any?

Bank A/C/Add to Loan

Was the penalty paid from your bank account or added to the balance of the loan?

How much was the processing fee (If applicable) \$ _____

- 8) **Bank Statements, Cashbook or USB Drive if you operate a dedicated property investment account.**

9) Please summarise your property/ies investment transactions into the following categories – on a per property basis.

An example of this summary is as follows.

*** Please note if you have provided all your bank statements or rental cashbook detailing all rental income and expenses you do not need to complete this question.*

<u>Property Address:</u>	_____	_____
<u>Months Available:</u> for renting	_____	_____
<u>Rental received:</u>	\$ _____	\$ _____
<u>Expenses</u>	<u>Costs</u>	<u>Costs</u>
Advertising		
Bank Charges		
Mortgage Interest		
Body Corporate Fee		
Property Management Fee		
General (Needs breakdown if more than \$500)		
Insurance		
Mortgage Repayment Insurance		
Rates / Water rates		
Repairs & Maintenance, with full details of the nature		
Other, with full details of the nature of the expenses		
Total	\$ _____	\$ _____

If your rental property is rented to a relative, please provide an independent rent assessment to establish the market rental.

10) Travel and Inspection Log

A round trip distance measure of travel made by you in relation to generating your rental income.

11) Home Office Claim (For clients with two or more rental properties)

If you use an office at home to run your property portfolio business, we can claim a percentage of your home costs. This percentage is dependent on the size of your office in relation to your home. Please complete the following.

Size of office	_____	x	<u>100</u>
Size of home			<u>1</u>
Business percentage =	_____		%
Electricity / gas		\$	
Insurance- Dwelling & Contents		\$	
Interest on mortgage / rent		\$	
Rates (incl. Water charges)		\$	
Phone – line rental & business calls		\$	_____
Total home expenses		\$	_____

12) Mobile Phone Claim

The Residential Tenancies Act now states “A Landlord must be reasonably contactable”. If you operate a mobile phone to meet your obligations under this Act, please list line rentals and business call costs below.

Total line rental	\$
Total business calls	\$
Claimable cost	\$

13) Market Value of Your Properties

This enables us to re-value your properties in your Statement of Financial position to fair market value. It does not change your tax position. We don't need registered valuation, simply your own estimate of fair market value of the properties you own.

Property	Value
1.	\$
2.	\$
3.	\$

14) Is Your Rental Property in Australia?

If so, we will need a small amount of additional information from you.

- Please advise the amount of Non Resident Withholding Tax or Approved Issuer Levy paid by you during the financial year.
- Have you visited your property? If so please provide details of the trip costs and the total length of the trip. Please also advise the number of days in the trip that were spent on property related matters.

NOTE: Trips to secure and acquire property are not claimable.

- Please advise the value of your loan at 31/03/2018 to enable us to calculate your foreign exchange fluctuation.

15) Copy of Last Year's Financial Statements

If you are a new client, please provide us with a copy of your 2017 Financial Statements. Including a tally of all depreciation claimed on the property while in your ownership.

16) Family Trust

- If you are a new client
- Please provide us with a copy of the Trust Deed
 - Names and dates of birth of beneficiaries under 18 years

If your properties are owned by a TRUST and you have a gifting program, please attach copies of gift statements and Deed of Forgiveness of debt. (If you are unsure, check with your lawyer.)

17) IR23B Alternative Tax Code

This form is an annual application made by us on your behalf to the Inland Revenue Department. This estimates the tax loss for the upcoming 2019 tax year. If you are a salary or wage earner, you can then have the tax from your income reduced accordingly, i.e. you take home more.

Advantages:

- Better cash flow
- No queuing for tax refunds

Disadvantages:

- Cost and administration – our cost to do this is \$150 (incl. GST).
- () **Yes** – complete it for me/you have already completed this for me
- () **Maybe** – call me and tell me more
- () **No** – thanks

18) Do you want us to send your accounts via email (PDF file), instead of post?

Yes / No

If yes, please provide us your email address: _____

19) Additional Notes

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20) Engagement Instructions for D & D Financial Consultants

I / We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for this year from the information and records I/We have supplied to you. I/We accept responsibility for the accuracy and completeness of all records and information supplied to you.

I/We accept that you have the right to charge interest overdue accounts at the rate of 2.0% per month, and that all accounts are for payment by the 20th of the month following the invoice date. The charging of such interest will be at your discretion, I/We accept that any collection costs you incur will be fully recoverable from me. I/We agree to personally indemnify you for fees outstanding.

I / We give D & D Financial Consultants my full authority to obtain information from my Bank, Lawyer, Financial Advisor, WINZ, Inland Revenue and other parties for any purposes relating to my affairs. I acknowledge that this information would not otherwise be available due to Privacy Act restrictions, but I give my full authority for this statement to be used as a written confirmation of my agreement to you in obtaining information from the Bank, Lawyer, Financial Advisor, Inland Revenue and other parties for the purpose of preparation of the 2018 financial statements and taxation returns.

Signature: _____

Name: _____

Date: _____

*Lastly, thank you for giving us the opportunity to help with your tax affairs.
Our commitment to you is to do everything we can to maximise your tax benefits within the law.*

Happy investing and many happy returns!!