

Rental Income Checklist 2020

Rent Received \$.....

(If property is managed provide copies of property managers statements for the full year)

Address of Property

Are rents received for commercial or residential property or both?

.....

Please show separately.

When property is dual purpose please provide floor area apportionment or valuation showing the apportioned values.

Expenses	
1. Collection costs or number of kilometers driven to collect rents and service property.	
2. Interest (exclude principal content of loan repayment and provide copy of loan statement)	
3. Insurance premiums.	
4. Legal expenses – attach invoices.	
5. Rent paid for property.	
6. Power.	
7. Rates (provide copy of latest rate demand showing the property valuation.)	
8. Repairs and Maintenance (detail major expenditure)	
9. Telephone.	
10. Other expenses – please provide details, e.g. advertising agency commissions, etc.	
11. Assets purchased and/or sold – provide details.	
12. Are you registered for GST? If so, supply copies of GST returns.	
13. Number of months each property has been or has been available to let.	
If this is a year you have purchased or sold a property provide:	
1. Copy of sale and purchase agreement	
2. Copy of solicitors settlement statement with sale/purchase details.	
3. Latest rateable or other formal valuation	
• Land	
• Buildings	
• Fixtures, fittings and chattels (if formally valued)	
• Total	
• Date of Valuation	

Harrington Mason Chartered Accountants

PO Box 13 330 Johnsonville

Wellington 6440



4. Purchases Only	
a. Details of chattels purchased and value of each at date of purchase	