2026 RENTAL CHECKLIST

INCOME: RENTAL PROPERTIES, HOLIDAY HOMES & BOATS

Client Name			
Address of Asset: (Property/Boat)			
Period the Asset was available for rent:	**From:**_____ **To:** _____		
Period the Asset was actually rented:	_____ **months/weeks (delete one)**		
Total Rent Received: $			
	Is the asset rented at Market Value?	Yes	No
	Is the asset administered by property managers?	Yes	No
	If Yes, please provide annual rental summary issued by Property Management Company on the next page		
	Is the asset a Mixed Use Asset (MUA) e.g. Holiday Home/Boat/Aircraft costing $50,000 or more? If Yes, please complete the Mixed Use Asset questions on the next page	Yes	No
	If Yes, please complete the Mixed Use Asset questions on the next page		

RENTAL SCHEDULE: EXPENSES

Property Expenses	**$**
Advertising	
Bank Charges	
Body Corporate Fees	
Insurance	
Interest	
Lawn & Grounds Maintenance	
Legal Fees	
Loan Fees	
Mortgage Repayment Insurance	
Property Management Fees	
Rates & Water Rates	
Repairs & Maintenance	
Telephone Expenses	
Travel Expenses	
Valuation Fees for Refinancing	
Other Expenses (provide details if the amount is significant)	

Please attach or include with your information:

1. Total Kilometres travelled for Rental Purposes, cc rating of your car and vehicle type: KMS _____ CC _____ Vehicle type (circle one): **Petrol Diesel Petrol Hybrid Electric**

2. Solicitor settlement statements for asset/property purchased and/or sold during the year

3. Invoices for assets purchased or sold during the year

4. Annual summary from Property Management Company with the monthly statements.

5. Independent or Government Valuations of property purchased during the year

6. Bank and Loan/Mortgage statements

7. Copies of invoices for legal fees

8. Invoices for repairs over $1,000

9. Chattels valuation if available

10. Special one-off payments made to tenants in respect of a lease

Please list totals of the income and expenses for the year above OR provide copies of your rental bank account statements and details of all deposits and withdrawals for the year.

MIXED USE ASSET QUESTIONS

Complete this section if you answered "Yes" to the Mixed Use Asset question on page 1:	**Number of days:**
Period the asset was used for **private use** by you or your family, even if fair rent was paid:	
Period the asset was rented out to others at below 80% of Market Value Rental:	
Period the asset was Rented out at Market Value Rental:	
Period the asset was unused:	
TOTAL	**365 DAYS**

What is the rateable value of the property for council rating purposes?	$

Mixed Use Asset:

a.	Total Market Value Rent received from you and your family	$
b.	Total Market Value Rent received from others	$
c.	Total Rent received that was below 80% of Market Value Rent	$

NB if this is a new property please provide a copy of the Certificate of Title for ownership details.

SHORT STAY ACCOMMODATION AND GST

Is this property used for short-stay accommodation?	Yes	No
Is this property registered for GST?	Yes	No
Is the rent received over $60,000 or likely to be over $60,000 for any continuous 12 month period	Yes	No

Ensure this questionnaire is completed and included with your records

Please Turnover to sign form

To: Sparks & Associates Limited

Terms of Engagement

I/We instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2026. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in fulfilling any statutory audit requirements. I/We understand that during the preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that all accounts are due for payment by the 20th of the month following invoice date. The charging of interest on overdue accounts will be at our discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/We authorise you to obtain information from Inland Revenue about all tax types except Child Support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

I/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf or myself/ourselves or by any of my/our associated entities.

_____

NAME

_____

SIGNATURE

_____

DATE

Thank you from our team for completing this questionnaire.

Don't forget to sign it.