



(4) 2011 Property Investment Questionnaire

for the income tax year starting 1 April 2010 to 31 March 2011

Please ensure you sign and return this questionnaire with all relevant information. Please mark the ENCLOSED box to confirm information is enclosed. If question is not applicable please mark the N/A box.

NOTE: Incomplete information will result in a delay in starting your accounts and may increase costs to you.

NAME

A PROPERTY CHANGES (NZ & OVERSEAS)

ENCLOSED N/A

1 PURCHASE OF INVESTMENT PROPERTY

Please provide details of property purchases

\$

(Including sale and purchase agreements, settlement statements and valuation)

Property Address

Chattel Valuation or Withers Tsang Schedule (Please Contact WT for Template)

2 SALE OF INVESTMENT PROPERTY

Please provide details of property sales

\$

(Including sale and purchase agreements, settlement statements and valuation)

Property Address

3 RENTAL ACTIVITY CEASED (E.G. MOVED INTO PROPERTY)

Please provide details and date rental activity ceased

Property Address

B ASSETS

ENCLOSED N/A

4 RENTAL BANK ACCOUNTS/CREDIT CARDS

Please provide year end statements and closing balances

\$

5 FIXED ASSETS/IMPROVEMENTS (FURNITURE & FITTINGS, CHATELS)

Please provide details of purchases (invoices for items over

\$

\$500, sale & purchase agreements, settlement statements & an appropriate business use %)

Please provide details of Capital Improvements

\$

(Note that improvements to the property will be included as an asset and will not be tax deductible)

Please provide details of any assets sold or written off

\$

(This should include market values for any assets taken for private use)

Please provide details of any insurance payouts/court settlements

\$

(e.g. Leaky Building)

C LIABILITIES

ENCLOSED N/A

6 LOANS & MORTGAGES

Please provide loan statements/summaries \$
(Ensure this includes the closing balance for the year and details of any foreign loans)

Please provide details of New or Refinanced Loans \$
(Including term of loan, private use, properties used for security etc)

Loan Establishment/Early Repayment/Break Fees \$

Please provide NRWT/AIL Returns and Workings \$
(Non Resident Withholding Tax (NRWT)/Approved Issuer Levies (AIL) are payable on some foreign loans)

7 GOODS & SERVICES TAX (GST) (COMMERCIAL RENTALS ONLY)

Please provide GST Returns and Workings \$

GST Rate Change Adjustment Details \$
(Including Accounts Receivable and Payable as at 30/09/10 used for calculation)

E RENTAL ACTIVITY

ENCLOSED N/A

8 PLEASE SELECT THE RENTAL INFORMATION PROVIDED

Property Manager Statements/Summaries for year

Bank Statements with clear descriptions for all transactions

Computerised Accounting System *(Please complete Computerised System Checklist)*

Alternatively provide Summary (As Per Below)

PROPERTY NAME

.....

MONTHS AVAILABLE FOR RENT

.....

NO. PRIVATE DAYS (HOLIDAY HOME)

.....

INCOME

Rent Received \$ \$ \$

Water Reimbursements \$ \$ \$

EXPENSES

Advertising \$ \$ \$

Body Corporate \$ \$ \$

General/Other *(full details)* \$ \$ \$

Insurance \$ \$ \$

Property Management Fee \$ \$ \$

Rates (Including Water) \$ \$ \$

Repairs & Maintenance *(full details/invoices)* \$ \$ \$

Valuation Fees \$ \$ \$

TOTAL \$ \$ \$

F OTHER EXPENSES

ENCLOSED N/A

9 OVERHEAD EXPENSES

Accounting	\$	<input type="text"/>	<input type="text"/>
Bank Charges	\$	<input type="text"/>	<input type="text"/>
Other (<i>full details</i>)	\$	<input type="text"/>	<input type="text"/>

10 HOME OFFICE EXPENSES (YEARLY) (ONLY FOR 2 OR MORE PROPERTIES)

Electricity/Gas	\$	<input type="text"/>	<input type="text"/>
Insurance (Dwelling & Contents)	\$	<input type="text"/>	<input type="text"/>
Rent or Interest on Mortgage	\$	<input type="text"/>	<input type="text"/>
Rates (Including Water Rates)	\$	<input type="text"/>	<input type="text"/>
Repairs & Maintenance (Office Area Only)	\$	<input type="text"/>	<input type="text"/>
Office Floor Space		m2/ft2	<input type="text"/>
Total House Floor Space		m2/ft2	<input type="text"/>
Home Telephone Line Rental	\$	<input type="text"/>	<input type="text"/>
Home Telephone Business Calls	\$	<input type="text"/>	<input type="text"/>
Mobile Phone Business Calls	\$	<input type="text"/>	<input type="text"/>
Internet Costs	\$	<input type="text"/>	<input type="text"/>

11 TRAVEL & INSPECTION

Kilometres travelled per round trip	<input type="text"/>	<input type="text"/>
No. of trips	<input type="text"/>	<input type="text"/>
Total kilometres to claim	<input type="text"/>	<input type="text"/>
Airfares (Please provide details)	\$	<input type="text"/>
Days spent in relation to rental property	<input type="text"/>	<input type="text"/>
Total number of days spent travelling	<input type="text"/>	<input type="text"/>

G Other Information

ENCLOSED N/A

12 MARKET VALUE OF PROPERTIES

Property Name	<input type="text"/>	<input type="text"/>
Market Value	\$	\$

H COMPANY INFORMATION

ENCLOSED N/A

13 DIVIDEND DISTRIBUTIONS

Please provide details of any dividends paid for the year

\$

14 CAPITAL COMMITMENTS

Please provide details of any capital commitments

\$

15 CHANGES IN COMPANY DETAILS

Please provide information regarding any changes to the company

(e.g. Director/Shareholder Changes, Address Changes)

PLEASE CONTACT US IMMEDIATELY IF A SHAREHOLDER/DIRECTOR IS MOVING OVERSEAS.

I TRUST INFORMATION

ENCLOSED N/A

16 GIFTING & TRUST DOCUMENTS

Please provide gifting documents and Trust deeds (for new clients only)

\$

17 CHANGES IN TRUST DETAILS

Please provide information regarding changes to the trust

(Including Trustee/Beneficiary Changes, Child Beneficiary Ages etc)

J HOW WOULD YOU LIKE TO RECEIVE YOUR COMPLETED DOCUMENTS

Collect documents from Withers Tsang office

Collect documents and meet with accountant/partner to review the results

Courier to home/office address

Post to home/office address

Email and post copies to home/office address

(Please note we are not responsible for any loss of documents sent via courier or post and a courier (Signature Required) must be used if package is too large for standard NZ postal delivery)

Signature

Date

Email

Phone

Postal Address

List all Entities Names

(PLEASE REMEMBER TO COMPLETE THE TERMS OF ENGAGEMENT)