

**RENTAL SCHEDULE**  
For the Year Ended 31 March 2018

**NAME** \_\_\_\_\_

Address of property \_\_\_\_\_

Period available for rental \_\_\_\_\_

Reason if only part year \_\_\_\_\_

Rental Income received (adjusted for bonds in & out) \$ \_\_\_\_\_  
 Less rent refunds paid out \$ \_\_\_\_\_  
**TOTAL RENTAL INCOME** \$ \_\_\_\_\_

**EXPENSES**

**Details:**

If you need to apportion costs, state business share only. Put "nil" if nil

Accounting		\$ _____
Advertising		\$ _____
*Agent's fees		\$ _____
Bank Charges		\$ _____
Insurance		\$ _____
Legal Expenses (for ?)	_____	\$ _____
Interest (Mortgage)		\$ _____

**If you pay interest overseas**

**does the bank have a branch in New Zealand?** **YES/NO**  
**IF "NO" SEE US NOW**

Gardening		\$ _____
Power		\$ _____
Travel Costs (State Mileage)	_____ kms	
Stationery		\$ _____
Rates		\$ _____
Repairs & Maintenance		
-Please list each item and date first used	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Other (Specify)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

New Assets Purchased  
 -Please list each item and date first used \_\_\_\_\_ \$ \_\_\_\_\_ new/S-hand  
 \_\_\_\_\_ \$ \_\_\_\_\_ new/S-hand  
 \_\_\_\_\_ \$ \_\_\_\_\_ new/S-hand  
 \_\_\_\_\_ \$ \_\_\_\_\_ new/S-hand

\* **If you pay an agent to collect rents and/or administer any property, please supply Agent's statements**

\* **We also require balances of any loans as at 31 March 2018**

\* Please provide your bank account number if you are expecting an income tax refund

**Please provide details of any EQC/Insurance payments received for your rental property including any loss of rents payouts and receipts for any repairs.**

**PURCHASE OF RENTAL PROPERTY**

Property Purchased Address \_\_\_\_\_

Date purchased \_\_\_\_\_ Cost \$ \_\_\_\_\_

Date available for rental \_\_\_\_\_

**Please Supply** Sale and purchase agreement  
Details of expenses incurred to make property available for rental.  
Valuation of property if one was obtained. Otherwise rates demand  
Valuation of chattels, if available  
Solicitor's statements for purchase showing amount paid, mortgage raised and adjustments.  
Solicitor's fee invoice.

---

**SALE OF RENTAL PROPERTY**

Address \_\_\_\_\_ Date of sale \_\_\_\_\_

Selling price \$ \_\_\_\_\_

**Please supply:**

Most recent government valuation prior to sale (shown on rates demand).

Sale and purchase agreement.

Solicitor's statements for sale showing amount paid, mortgage repaid and adjustments.

Solicitor's fee invoice.

Please show date of purchase of property so that we can calculate if any income tax is payable on the sale due to rules introduced for property purchases after 1/10/15, when sold within 2 years of purchase.

It is confirmed that:

All information on pages 1 and 2 herein is complete and correct.

There is no capital expenditure included in "Repairs and Maintenance" shown.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---