

DEANS & REES LIMITED

END OF YEAR CHECKLIST: RENTAL PROPERTY

PO Box 51090
Tawa
Wellington 5249

Phone: 04 237 7611
Fax: 04 237 8011
reception@deansandrees.co.nz
www.deansandrees.co.nz

Information required for completion of Financial Accounts For year ended 31 March 2009

Client Name:

Mailing Address:

Contact Phone No:

Please supply the following information:

		Tick if info is provided
1.	Details of Rental Received and Expenses Paid - by either: <ul style="list-style-type: none"> ▪ Bank Statements and Cheque Butts ▪ Cashbook – fully completed ▪ Electronic means, e.g. Excel Spreadsheet 	
2.	Repairs & Maintenance <ul style="list-style-type: none"> ▪ Itemised breakdown of expenditure on repairs & maintenance 	
3.	Motor Vehicle Expenses <ul style="list-style-type: none"> ▪ Motor Vehicle expenses relating to the management of rental property(s) 	
4.	Loan / Mortgage Documents <ul style="list-style-type: none"> ▪ Loan Summary as at 31 March ▪ Loan related bank statements 	
5.	For Property Purchased/Sold in the Current Period - we need: <ul style="list-style-type: none"> ▪ Sale and Purchase Agreement ▪ Valuation of Property ▪ Chattel Valuation 	
6.	Any further information that may be relevant to the property	

I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT.

Client's Name:

Client's Signature:

Date:
