

# DEANS & REES LIMITED

## END OF YEAR CHECKLIST: RENTAL PROPERTY

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Tawa  
Wellington 5249

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reception@deansandrees.co.nz  
www.deansandrees.co.nz

### Information required for completion of Financial Accounts For year ended 31 March 2011

Client Name:

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Mailing Address:

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Contact Phone No:

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Please supply the following information:

		Tick if info is provided
1.	<b>Details of Rental Received and Expenses Paid - by either:</b> <ul style="list-style-type: none"><li>▪ Bank Statements and Cheque Butts</li><li>▪ Cashbook – fully completed</li><li>▪ Electronic means, e.g. Excel Spreadsheet</li></ul>	
2.	<b>Repairs &amp; Maintenance</b> <ul style="list-style-type: none"><li>▪ Itemised breakdown of expenditure on repairs &amp; maintenance</li></ul>	
3.	<b>Motor Vehicle Expenses</b> <ul style="list-style-type: none"><li>▪ Motor Vehicle expenses relating to the management of rental property(s)</li></ul>	
4.	<b>Loan / Mortgage Documents</b> <ul style="list-style-type: none"><li>▪ Loan Summary as at 31 March 2011</li><li>▪ Loan related bank statements</li></ul>	
5.	<b>For Property Purchased/Sold in the Current Period - we need:</b> <ul style="list-style-type: none"><li>▪ Sale and Purchase Agreement</li><li>▪ Valuation of Property</li><li>▪ Chattel Valuation</li></ul>	
6.	<b>Any further information that may be relevant to the property</b>	

I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT.

Client's Name:

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Client's Signature:

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Date:

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