

Annual Accounts Questionnaire 2024 - Investment Properties

Ensure this questionnaire is completed and included with your records

Please complete a separate questionnaire for each property

Property Owners: _____

Property Address: _____

To: Drive Accounting

Terms of Engagement

I hereby instruct you to prepare my Taxation Return for the 2024 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

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

I also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I accept that any collection costs you incur will be fully recoverable from me.

I authorise your organisation to act as my agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my ACC Levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC Levy account.

All other terms and conditions of this engagement are the same as those referred to in the most recent engagement letter signed.

Signature _____

Date _____

Signature _____

Date _____

Tax Refunds

Please provide the bank account number that you would like any tax refunds credited into.

Bank account ___ / ___ / ___ / ___

Information Required	Yes / No		Comments
PROPERTY SALE OR PURCHASE			
(a) Was the property purchased or sold during the year? <i>If "no", go to Section 2. If "yes" attach:</i> <ul style="list-style-type: none"> • Sale and purchase agreement. • Lawyers settlement statements. • Lawyers invoice. 	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Do you wish to claim depreciation on chattels for this property? <i>If "no", go to Section 2. If "yes", please discuss with us.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER QUERIES			
Did you maintain a separate bank account for this property? <i>If "yes", attach the bank statements. If "no", we will need other details of the property income and expenses.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the rent from this property being deposited into a private account? <i>If "yes", please leave comments. We will need to know how much rent was received during the year.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the property have a mortgage or other loan? <i>If "yes", provide details of the loan repayments, interest and copy of the mortgage / loan statement at 31 March 2024 showing the outstanding balance.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Did you pay property related expenses out of your private funds? <i>If "yes", provide details of the expenses.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Did you record property related use of your private motor vehicle? <i>If "yes", attach details of the kilometres travelled.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Were there any extended vacancies during the year? <i>If "yes", please leave comments.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the property occupied by a relative? <i>If "yes", please leave comments.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Were there any repairs or maintenance which cost more than \$1,000 during the year? <i>If "yes", please leave comments.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
INCOME & EXPENSES			
(a) Please provide details of income and expenses, if the entity is not on Xero, including: <ul style="list-style-type: none"> • Bank statements (Electronic csv or excel is preferred). • Cheque butts, if making payments by cheque. • Invoices, statements and receipts. • A worksheet detailing income, expenses, deposits and withdrawals, if you are not providing us with electronic bank transactions. <i>Please let us know if you require a sample worksheet.</i>	<input type="checkbox"/>	<input type="checkbox"/>	