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|--------------------|--|---------------------|---------------|
| Client Name | | Balance Date | 31 March 2026 |
|--------------------|--|---------------------|---------------|

To KGA Chartered Accountants Limited

In signing this you acknowledge that you have

1. Read and accepted our Terms of Engagement (*Version 1*) as per our website.
2. Provided all relevant information needed for the tax return of the above entity to be accurately completed.

Signature _____

Date _____

Information Required:

Please supply information as applicable.

| |
|---|
| <p>Personal Details Please provide us with the following information:</p> <p>Postal Address _____</p> <p>Email _____</p> <p>Telephone Number _____</p> <p>Please indicate how you would prefer to receive your accounts/tax return:</p> <p><input type="checkbox"/> Meeting <input type="checkbox"/> Electronic Signature via Annature</p> <p><input type="checkbox"/> Email <input type="checkbox"/> Post</p> |
|---|

| | |
|--|--|
| Property Details - Please complete a separate questionnaire for each property | |
| <p>Please provide us with the address of the rental property.</p> <p>Address: _____</p> <p>_____</p> | <p>If a property was not rented for a full 12 months, please provide details of why it was vacant.</p> <p>_____</p> <p>_____</p> |

| | | | |
|--|----------|--|----------|
| Rental Income and Expenditure | | | |
| Please provide Bank Statements or provide the following details: (Note: If you have a property manager, please provide us with the Rental Summary from your management company for the year). If you have more than 1 rental property, please complete rental questionnaires for each. | | | |
| Income: | | | |
| Gross Rent Received | \$ _____ | | |
| Expenses: | | | |
| Advertising (to rent) | \$ _____ | Power | \$ _____ |
| Bank fees | \$ _____ | Rates | \$ _____ |
| Insurance | \$ _____ | * Repairs and Maintenance | \$ _____ |
| Legal fees | \$ _____ | * Assets Purchased | \$ _____ |
| Management fees | \$ _____ | * (Items over \$1,000 - please attach invoice) | |
| Mortgage Interest | \$ _____ | Valuation fees | \$ _____ |

| | | | |
|---|----------|-------------|----------|
| Phone | \$ _____ | Water rates | \$ _____ |
| Do you have any other expenses relating to this rental property? | | | |
| _____ | | | \$ _____ |
| _____ | | | \$ _____ |
| Do you have any other comments relating to this Rental Property? | | | |
| _____ | | | |
| _____ | | | |
| <i>If a rental property was purchased or sold during the year, please provide us with Sale and Purchase agreement, Settlement Statement and Statement of Accounts received from your lawyer.</i> | | | |
| _____ | | | |

| | |
|---|----------------------|
| Home Office Expenses (if applicable) | |
| If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you may be able to claim a proportion of your home expenses against your rental income. Please provide the following details: | |
| Total Area of House | _____ m ² |
| Business Office / Storage Area | _____ m ² |
| Garage Area | _____ m ² |
| Power | \$ _____ |
| Interest (House Mortgage) | \$ _____ |
| Insurance (House) | \$ _____ |
| Insurance (Contents) | \$ _____ |
| Rates (including regional council rates) | \$ _____ |
| Repairs and maintenance | \$ _____ |
| Telephone (If not yet claimed) | \$ _____ |
| Internet (If not yet claimed) | \$ _____ |
| Other | \$ _____ |
| Total | \$ _____ |
| Other Details Required (if applicable) | |
| · Solicitors Settlement Statement | |
| · Sale and Purchase Agreement | |
| · Loan details for property purchased | |
| · A copy of the latest Rateable Valuation | |
| · A list of chattels with their dates and value for properties bought or sold during the year | |

Thank you for completing this questionnaire.