

SOVEREIGN PALMS ACCOUNTING LIMITED

Rental Property Information Checklist For the Income Tax Year Ended 31st March 2026

Client Name: _____

Address of Rental Property: _____

- A) For how many months was the property available for rent? _____
- B) Please supply:
- a. A copy of the bank account statements used for rental income and expenses from 1st April 2025 to 31st March 2026 **in OFX format please.**
 - b. A copy of the closing bank account statement at 31st March 2026.
 - c. A copy of the property's **FULL** mortgage statements from 1st April 2025 to 31st March 2026.
 - d. A copy of the property's rate demands paid.
 - e. Any invoices for repairs and maintenance (>\$1,150.00 inc GST).
 - f. If the property is managed through a rental management agent, a copy of their rental summary.
 - g. Receipts for any Capital Improvements/Alterations or replacement chattels.
 - h. A copy of the property's insurance policy
 - i. A list of any other expenses paid
- C) Sold or Purchased a rental property? YES / NO
- a. If yes, please supply:
 - i. A copy of the Sale and Purchase Agreement
 - ii. A copy of your lawyers settlement statement
 - 1. Don't have this or can't find it? Please supply the name of the solicitor's firm who acted for you so I can request a copy

Name: _____ Phone: _____

- D) Have you had a change in use at the property? YES / NO
- i. Examples: Moved back into the property as your own private home?
- E) "Mixed Use Asset"
- a. Is your property used for both renting and your private home? YES / NO
 - i. Example: renting out a sleep out which is independent to the main house
- F) Property Inspections undertaken or Travel Related to the Property
- a. Have you made any visits to the property? YES / NO
 - i. If yes:
 - 1. How many km's is it from home to the property? _____
 - 2. How many times have you visited this year? _____
 - 3. How many km's have you recorded for incidental travel in relation to the rental property (eg dump trips, solicitor/accountant appointments etc) _____

Thank you for your efforts.

When completed, please send with attachments to:

Sovereign Palms Accounting Limited
96 Sutherland Drive
Kaiapoi 7630
Or email to spaltd18@gmail.com