

D. RENTAL PROPERTY

Is the property in question owned by Company, Partnership, Trust or you personally?
(please circle the appropriate entity above)

Please provide bank statements with expenses coded into categories shown below.

Or complete a summary of transactions for the year with supporting vouchers. Supply any rental agent statements and mortgage bank statements with interest payments by month

Address of Property(s) rented

Rental Income Received (per property)

	Amount	Receipt/Invoice from	<input type="checkbox"/> Y	<input type="checkbox"/> N
Rates				
Insurance – House				
Insurance – Contents				
Water Charges				
Advertising Costs				
Security Costs				
Phone/Mobile Connection				
Body Corporate Costs				
Legal Fees				
Management Fees				
Mortgage Interest only (<i>not principal</i>)				
Other(Eg bank fees, accountants fees)				
Repairs & Maintenance Please state nature of repair undertaken (eg repair to roof, polish floors, repair to plumbing)	Amount	Reason/Nature		
Improvements to the rental Please detail nature of the improvements (eg new roof, deck, bathroom or kitchen)	Amount	Reason/Nature		
Km to rental property from your home (1 way only)? How many times per year do you visit your rental property/s?				

First year of Rental Only

Is this a new acquisition

 Y N

If yes, please provide the Sale and Purchase agreement, Solicitors Settlement statement (in full) and Government Valuation of the property.

INCOME PROTECTION INSURANCE

You can claim the cost of income protection insurance if the insurance payout would be taxable. Ask your insurance provider if your income protection insurance is deductible (can be claimed as an expense). This is also called 'loss of earnings' insurance.

TERMS OF ENGAGEMENT

Paul M Dodd & Associates will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information

Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirements. Our services cannot be relied upon to detect any fraud or error in the organization.

It is understood and agreed that:

- a) You will provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. This responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
- b) The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by Chartered Accountants Australia & New Zealand) when distributing the financial statements to third parties.
- c) If not all of the receipts, invoices or vouchers are supplied to us we will assume that the receipts are held by you at the time of preparing your Financial Accounts
- d) **IMPORTANT** – *If this document is not completed and signed we will be unable to begin your accounts and that if incomplete we will assume that the required figure is nil or that this question does not apply to you*

I/We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects

I/We give authority to Paul M Dodd & Associates Limited to act as my/our agent for all tax types (except child support) until further notice. Authority is given to obtain information from Inland Revenue about all tax types (except child support). This includes obtaining information through all Inland Revenue media and communications channels.

This authority includes all staff of Paul Morley Dodd t/s Paul M Dodd & Associates Limited.

You agree to our terms of trade of payment by 20th of the month following our invoice and will personally indemnify Paul M Dodd & Associates Ltd for fees outstanding. You understand those fees that are overdue by 30 days will have interest charged. You further understand that if fees are not paid by 60 days they will be handed to a debt collector and you will pay all charges.

IF YOU HAVE ANY QUESTIONS PLEASE DISCUSS THESE WITH US BEFORE SIGNING THIS DOCUMENT.

Signature:	Print Name:	Date:
Confirm Preferred Email:	Mobile:	Home Phone: