

## 2023 – Rental Questionnaire

Please provide us with the following documentation:

- If we do not already have details of these transactions in Xero, please provide all Invoices for Expenditure in Relation to the Property:
  - Repairs/ Maintenance
  - Advertising
  - Insurance
  - Rates
  - Valuations
  - Mortgage/ Bank Loan Statements to the 31<sup>st</sup> March 2023
  
- If we do not already have details of these documents on file, please provide copies:
  - Housing Loan Documents/ Settlements
  - Valuation Documents
  - Hire Purchase Documents
  - Any new Bank Account Statements
  - Fixed Asset register: please advise of any sold/disposed assets & any new purchases
  - Property Manager Statements

If the property has NOT been available for rent for the full year, please advise why:

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If you refinanced the property during the year please provide Statements, Loan Summaries and any Solicitor Documents.

If you use your own vehicle to travel to and from the property provide details of the total kilometres you have travelled for this purpose.

If you are utilising an LTC and have changed any shareholdings, please include copies of the share transfers.

If your property registered for GST and you prepare the returns, please provide copies of your GST returns and work papers.

Is there any other relevant information we should know or comments that you would like to make?