

# Rental Questionnaire – 31 March 2025

Name	Phone
Address	Mobile
	Email

Bank Account number for Refunds
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Information Required	Yes, No, N/A, Comment
<b>Short-Term Rental Section (e.g. Airbnb, Bookabach)</b>	
<p>Is this property used as a short-term rental (e.g. Airbnb)?</p> <p>- If you selected "No", please continue to the next question. - If you selected "Yes", please answer the following:</p> <p>Between 1 April 2024 and 31 March 2025: How many nights was the property listed as available to rent (and therefore not available for private use)?</p> <p>For example: – If your property was listed year-round with no private use, write 365/365 – If your property was listed for 200 nights and blocked out for private use the rest of the year, write 200/365</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>_____ / 365 nights</p>
<b>Rent Received</b>	
<p><b>Either:</b> A: Provide bank statements for all business accounts with the payments clearly detailed</p> <p><b>Or</b> B: Provide a Summary of Rental Income and Expenses</p> <p>Rent Received \$ _____</p> <p><u>Expenses</u></p> <p>Accounting \$ _____ Advertising \$ _____ Interest \$ _____ Insurance \$ _____ Rates \$ _____ Repairs &amp; Maintenance \$ _____ Other _____ \$ _____                   _____ \$ _____</p>	
<b>Fixed Assets</b>	
<p>Provide a list of any assets purchased or sold during the year.</p> <p>If you have sold or purchased a rental property during the year, please provide the settlement statement.</p> <p>Please review last year's Depreciation Schedule and advise any assets that no longer exist.</p>	

Is the rental property considered a new build? -A property is considered a new build if the Code Compliance Certificate was issued on or after 27 March 2021.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Home Office Expenses</b>	
Do you have an area set aside in your home for business purposes? Yes/No	
If Yes, please supply:	
Floor area of Office/Studio/Workshop      sq m/feet _____	
Floor area of House      sq m/feet _____	
<u>Home Expenses for the year</u>	
Insurance (House only not contents)      \$ _____	
Mortgage Interest      \$ _____	
Power      \$ _____	
Rates/Rent      \$ _____	
Phone & Internet      \$ _____	
Repairs and Maintenance      \$ _____	
<b>Cash Income during the year not banked</b>	
Supply details of any income received during the year that was not banked into the business accounts.	
<b>Rental Expenses paid in cash/from personal account</b>	
List any rental expenses paid from personal funds during the year.	
<b>Motor Vehicle</b>	
Kms travelled during the year to inspect/conduct property business. _____ km	
<b>Finance</b>	
Please provide details of any loans or mortgages raised during the year.	
<b>Delivery of Financial Statements and Tax returns</b>	
Indicate if you would like an electronic copy and/or a hard copy posted. (Please indicate the number of hard copies required)	
Electronic Format (circle yes or no)      Y/N	
Hard Copies (number that you require)      _____	

**Thank you for completing this questionnaire. Please sign and return with your information.**

Signature \_\_\_\_\_

Date \_\_\_\_\_