



Rental Statements Questionnaire 2026

Please ensure this questionnaire is completed, signed, and included with your records.

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|--------------|---------------|---------|--|
| Client Name | | Phone: | |
| Balance Date | 31 March 2026 | E-mail: | |

To: Olive Accounting & Bookkeeping,

I instruct you to prepare my rental property financial statements on a compilation basis for the 2026 financial year.

I undertake to supply all records and information necessary to carry out this work and will be responsible for the accuracy and completeness of the records and information provided. I also accept responsibility for any failure by me to supply all relevant records and information and I understand that you will rely upon the information and records provided by me.

I also instruct you to prepare my taxation returns for the 2026 year. I undertake to supply all information necessary to perform this work and will be responsible for the accuracy and completeness of such information. **I understand that by returning this questionnaire, you are giving me the go-ahead to begin this process.**

I understand that the financial statements and taxation returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. I understand you will not accept any responsibility to any person, other than me for the contents of the financial statements.

I understand that all the other terms and conditions of the work to be performed are the same as those referred to in the terms of engagement letter that has been sent to me.

You are authorised to communicate with my bankers, solicitors, finance companies and all Government agencies to obtain such information as you require in order to complete the above assignments.

I also authorise you to act as my agent in dealing with all taxation matters with Inland Revenue.

Signature Date _____

If sending this back by email, please type your name in above – otherwise sign it. By doing so, you are acknowledging that you accept the above terms and conditions of the engagement.

Inland Revenue prefers to pay any refunds by direct credit. Would you please confirm the bank account number you would like any refunds deposited in to:

Account number: _____

Records and Information required:

1. Has anything happened with the rental property such as insurance claims, big repairs or tenancy changes during the past 12 months? If yes, please provide brief details.

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2. Bank statements covering 01 April 2025 to 31 March 2026 for your dedicated rental property bank account.
3. Loan statements from your bank if the property has a mortgage. This statement must show a breakdown of your payments into principal and interest.
4. Invoices for all repairs or maintenance works done over \$200.
5. Statement or End of Year summary from property management company (if applicable)
6. Invoices for rates and insurance premiums
7. Spreadsheet of travel for rental property related travel in kilometres should you have travelled there to do inspections, repairs etc
8. Provide evidence of any other expenses incurred that have been paid via credit cards or other means not showing on the dedicated rental property bank account statements.