

# Grace Team Accounting Limited Rental Questionnaire

Client Name:

\_\_\_\_\_

Property Address:

\_\_\_\_\_

\_\_\_\_\_

Period the property was available for rent

\_\_\_\_\_ To: \_\_\_\_\_

Period the property was rented

\_\_\_\_\_ months / weeks

## **Total Rents received**

\_\_\_\_\_

## **Property Expenses:**

Advertising

\_\_\_\_\_

Bank Charges

\_\_\_\_\_

Body Corporate fees

\_\_\_\_\_

Insurance

\_\_\_\_\_

Interest

\_\_\_\_\_

Lawn & Grounds Maintenance

\_\_\_\_\_

Legal Fees

\_\_\_\_\_

Loan Fees

\_\_\_\_\_

Mortgage Repayment Insurance

\_\_\_\_\_

Property Management Fees

\_\_\_\_\_

Rates and Water Rates

\_\_\_\_\_

Repairs and Maintenance

\_\_\_\_\_

Telephone expenses

\_\_\_\_\_

Travel Expenses

\_\_\_\_\_

Valuation Fees for Refinancing

\_\_\_\_\_

Other Expenses (provide details if amount is significant)

\_\_\_\_\_

## **Please attach or include with your information:**

- Total Kilometers traveled for rental property purposes: \_\_\_\_\_ and cc rating of your vehicle: \_\_\_\_\_
- Solicitor's settlement statements for property purchased and/or sold during the year
- Invoices for assets purchased or sold during the year
- Property Management statements
- Independent or Government Valuations of property purchased during the year
- Loan/Mortgage statements
- Copies of invoices for legal fees
- Invoices for repairs over \$200.00
- Chattels Valuation if available

**your rental bank account statements and details of all deposits and withdrawals for the year.**