



Clive Knauf & Associates

RECORDS AND INFORMATION FOR PREPARATION OF NEW ZEALAND IR3NR INCOME TAX RETURN

Non-Resident Rental Property Investors

Please ensure that the following are forwarded complete to our offices: **(to the extent that we do not already have the information directly from source)**

- | | <u>Please Tick</u> |
|--|--------------------------|
| 1 <u>Bank Statements</u> of all New Zealand loan accounts for your investment property detailing interest charges and principal repayments. | <input type="checkbox"/> |
| 2 <u>Bank Statements</u> of all Australian loan accounts for your investment property detailing interest charges and principal repayments. | <input type="checkbox"/> |
| 3 <u>Bank Statements</u> of operating account for rental receipts and payments. | <input type="checkbox"/> |
| 4 <u>Legal Statements</u> relating to the Investment Property. Including purchase settlement statement. | <input type="checkbox"/> |
| 5 <u>Loans</u> . Copies are required of all agreements relating to new or changed loans. | <input type="checkbox"/> |
| 6 Copy of property <u>valuation</u> , or depreciation schedule if available. | <input type="checkbox"/> |
| 7 Copies of property managers' <u>rental statements</u> . | <input type="checkbox"/> |
| 8 Copies of receipts for all <u>expenses other than</u> those paid by the property managers. i.e. Both in NZ and Australia | <input type="checkbox"/> |
| 9 Details of <u>Bank charges</u> paid overseas on account of investment property. | <input type="checkbox"/> |
| 10 Copies of invoices for <u>Capital Assets</u> . Full details should be provided of all purchases or sales of assets. | <input type="checkbox"/> |
| 11 Full details (incl. statements) relating to any <u>Investment or Other Income</u> received or receivable from New Zealand sources, (such as Interest, Dividends, business income) and value of those investments. | <input type="checkbox"/> |

CLIENT AUTHORISATION

I hereby request Clive M Knauf & Associates, Chartered Accountants, to undertake the following special purpose assignment:

- Preparation of Non-resident Income Tax Return and Rental Statement as required by the New Zealand Inland Revenue

The assignment will be prepared from information and records supplied by me and I accept full responsibility for the completeness and accuracy of the data supplied. No audit is requested, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information. I understand your work cannot be relied upon to detect error or fraud.

Signed: _____ Date: _____

Name: _____ Property: _____

Contact Address: _____