



Information required for us to complete your company's Financial Statements for the period 1 April 2009 to 31 March 2010.

- Signed Client Questionnaire Business – please ensure section 18 home office expenses is completed to allow the calculation of home office use claim.
- Solicitors settlement statements and accounts for legal fees if property brought or sold during the above period.
- Valuation of property and chattels if applicable.
- All loan statements for the above period.
- Bank statements for all bank accounts in company's name for the period above with narrations if not clear what deposits or withdraws are for, eg. rates, insurance, rent, repairs (include which property if more than one property owned).
- Property management statements for the above period (if any).
- Invoices for any capital items and or expenses over \$500.00 (e.g. carpet, heat pumps etc.).
- Details of any other items, expenses or income that do not show on bank statements, eg. expenses paid for personally but that relate to the rental property.
- GST returns and work papers (if any).

Personal information required to complete your tax return for the period 1 April 2009 to 31 March 2010.

- Details of any donations, child care costs, interest received, dividends any other income that you have received for the above period that has not had PAYE deducted.
- Signed Client Questionnaire Personal.