

Client Name		Phone:
Balance Date	31 March 2018	Email:

*Please ensure this questionnaire is completed and included with your records*

**To: Business Works Chartered Accountants Ltd**

**Terms of Engagement**

We hereby instruct you to prepare our Taxation Returns for the 31 March 2017 year. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Property Details</b>  Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____	If a property was not rented for a full 12 months, please provide details of why it was vacant.  _____ _____
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<b>Rental Income and Expenditure</b>  Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties <b>OR</b> Please provide details of the following for each rental property. Use a separate sheet if necessary.  <b>Income:</b> Total Rent Received \$ _____  <b>Expenses:</b> Rates \$ _____ Insurance \$ _____ Power \$ _____ Phone \$ _____ Repairs and Maintenance (please attach details or invoices) \$ _____ Water rates \$ _____ Mortgage Interest (attach copy of loan summary/statements from bank) \$ _____ Rates (including regional council rates) \$ _____ Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____	✓   <input type="checkbox"/>   <input type="checkbox"/>
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**Don't forget to sign it**