

2025 Rental Accounts Checklist

Entity Name: _____

If any of the following has changed since last year, please provide:

Contact Information:

Address: _____

Phone: _____

Email: _____

Bank Account details for IRD refunds:

Account Name: _____

Account Number: _____

Rental Property Address: _____ **Rented Out (months):** _____

Accounting Information Required (if applicable) for period 01/04/2024 – 31/03/2025

	Enclosed	N/A
• Bank Statements for business bank accounts	<input type="checkbox"/>	<input type="checkbox"/>
• Loan Statements for rental property loans showing monthly interest charges	<input type="checkbox"/>	<input type="checkbox"/>
• Business Credit Card Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Interest RWT Certificates	<input type="checkbox"/>	<input type="checkbox"/>
• Legal statements relating to rental property (settlement statements, sale & purchase agreements)	<input type="checkbox"/>	<input type="checkbox"/>
• List of chattels & value if purchased during the year	<input type="checkbox"/>	<input type="checkbox"/>
• Rates and Insurance Invoices	<input type="checkbox"/>	<input type="checkbox"/>
• Rental Statements / End of year Summary from Property Manager	<input type="checkbox"/>	<input type="checkbox"/>
• Repairs & Maintenance Invoices	<input type="checkbox"/>	<input type="checkbox"/>
• Travel (Total KM's related to rental property travel / inspections)	<input type="checkbox"/>	<input type="checkbox"/>
• Valuation Reports / Invoices	<input type="checkbox"/>	<input type="checkbox"/>
• Other rental expenses not included on bank statements	<input type="checkbox"/>	<input type="checkbox"/>

Mixed Use Assets for period 01/04/2024 – 31/03/2025

Yes No

These are assets used for both private and business eg. baches or holiday homes

Is the asset unused for at least 62 days in the financial year?

Is the asset used privately?

How many nights was the property used privately? (includes relatives & friends or at less than 80% market rent)

How many nights was the asset rented out?

Checklist for Trusts for period 01/04/2024 – 31/03/2025

Enclosed N/A

Were there any changes to beneficiaries or trustees?

Did any settlor or trustee move to a different country?

Were there any gifts made during the financial year?

Were there any deeds of acknowledgement of debts/deeds for forgiveness of debts prepared?

I confirm that the information provided is true and correct and I authorise Evans & Co Accountants Ltd to use this information in the preparation of my/our Financial Accounts and Tax returns.

Signed: _____

Name: _____

Date: _____