

ASHTON WHEELANS & HEGAN LIMITED

Chartered Accountants

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E-mail:

Please find enclosed a specific questionnaire your rental property to assist us complete your financial statements and tax returns if you could please complete the questionnaire and return to our office with your records

Rental Property Questionnaire - For the year ended 31 March 2004

Please confirm your contact details for our records

Address: _____ Phone No: _____

_____ Email: _____

Rental
Property
Address: _____

Was the property purchased or sold during the year? _____ Yes / No

If yes please provide sale and purchase agreement and settlement statements

Is the property managed by an agent? _____ Yes / No

If yes please provide a copy of the annual summary from the agent

Financial Information for the year 1 April 2003 to 31 March 2004

Rent Received 1/4/2003 to 31/3/2004 _____

Expenses

Rates _____

Legal fees _____

Insurance (house and contents) _____

Insurance (mortgage protection) _____

Mortgage application fee _____

Mortgage interest _____

Garden maintenance _____

Stationery _____

| | | |
|--|-------|-------------|
| Bank fees | _____ | |
| Repairs | _____ | |
| Other expenses | _____ | |
| Assets purchased for the rental property | _____ | Date: _____ |
| | _____ | Date: _____ |
| | _____ | Date: _____ |
| | _____ | Date: _____ |

Other Information required

| | | |
|--|-------|----------------|
| Vehicle mileage relating to the rental property | _____ | (Km travelled) |
| Loan statements show balance of loan at 31 March | _____ | |
| Interest income (please provide certificates) | _____ | |
| Dividend income (please provide certificates) | _____ | |
| Other income (please provide details) | _____ | |

TERMS OF ENGAGEMENT

I accept responsibility for the accuracy and completeness of the attached information supplied which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore you are unable to provide any assurance on my financial statements. I understand your work can not be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you as well as those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you. To the best of my knowledge the information supplied herein is correct. You are authorised under the terms of the Privacy Act (1993) to access information held by my bankers, solicitors, finance companies and the Inland Revenue Department that may be required to carry out our assignment. I agree to the terms of agreement.

Signature _____ Date _____

NOTE: IT IS IMPORTANT THAT THIS FORM BE COMPLETED AND RETURNED TO THIS OFFICE WITH THE NECESSARY DATA.

Yours faithfully
ASHTON WHEELANS & HEGAN