



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"/>



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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?	<input type="checkbox"/>	<input type="checkbox"/>
Is the asset used privately?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Did any settlor or trustee move to a different country?	<input type="checkbox"/>	<input type="checkbox"/>
Were there any gifts made during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>
Were there any deeds of acknowledgement of debts/deeds for forgiveness of debts prepared?	<input type="checkbox"/>	<input type="checkbox"/>

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

Signed: _____

Name: _____

Date: _____