



Entity Name:

Compilation Terms

I instruct Business Like NZ Ltd to prepare special purpose financial reports and income tax returns for above named entity for the year ended 31 March. I undertake to supply all information necessary to carry out such services and accept responsibility for the accuracy and completeness of such information or failure to supply relevant records and information.

Contact Information

Have there been any changes to your contact information? If yes, please provide details.

Address: _____
Phone: _____
Email: _____

Changes in Taxable Activity

Has the nature of your business changed from 1 April to 31 March. If so, please provide details.

Client Authority

As well as your usual partner contact, should you have any queries, please contact your Account Manager on 09 262 0726 or info@blnz.co.nz

Dated: _____
Name of Signature: _____
Signed: _____

Please complete the checklist on the next page to ensure you have provided all the applicable information.

Without the signed terms of engagement above and information we cannot schedule your work.



Entity Name:

Input field for Entity Name

Records Required from 1 April to 31 March for the above entity

Enclosed N/A

Table with 3 columns: Record Description, Enclosed, N/A. Rows include Bank Statement, Loan Statement, Loan summaries, Interest RWT Certificates, Rates and Insurance Invoices, Rental Statements, Repairs and Maintenance, Travel, and Other rental expenses.

If you have purchased or sold a rental property during the financial year, we will also require the following:

Table with 3 columns: Record Description, Enclosed, N/A. Rows include Sale & Purchase Agreements, Valuation Reports, and Legal Statement.

Mixed Use Holiday Home from 1 April to 31 March (if applicable)

Yes No

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

If yes, provide details of property

Was the property empty for 62 days in the income year?

Where the Holiday Home is listed on a online platform such as Airbnb, please provide income statements for the year.

If yes, please complete the following section so we can determine the amount of allowable deductions.

The number of days the property was empty during the income year

The number of days the asset was used by family or associated persons* during the income year OR where income from any person received was less than 80% of market rate * Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details:

Form for tenant details including Name of tenant, Relationship to Owner, Dates rented, and Amount of rent they paid.



Entity Name:

Mixed Use Holiday Home from 1 April to 31 March (cont)

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

| | |
|--------------------------------------------------------------------------------|-------------------------|
| Cost of advertising for tenants | \$ <input type="text"/> |
| Cost of repairing damages caused by tenants | \$ <input type="text"/> |
| Number of days spent in the property while repairing damages caused by tenants | \$ <input type="text"/> |
| Mortgage Interest | \$ <input type="text"/> |
| Rates | \$ <input type="text"/> |
| Insurance | \$ <input type="text"/> |
| Repairs/maintenance for general wear and tear | \$ <input type="text"/> |

PLEASE ALSO COMPLETE INDIVIDUAL CHECKLISTS FOR EACH INDIVIDUAL REQUIRING A TAX RETURN