

PKF 2025 RENTAL INFORMATION QUESTIONNAIRE

Please complete a separate Rental Information Questionnaire for each rental property you own

Client/Entity Name	
Rental Property Address	

Rental Property Type	Please CIRCLE the correct answer			
	Residential	Commercial	Mixed-Use Asset	Short-Term Accommodation [^]

[^]Short-term accommodation includes sources such as AirBnB, Book-a-Bach etc not covered by the Mixed-Use Asset rules.

Please complete this questionnaire as it contains vital information required to complete your accounts. Be sure to answer all questions so we know you have not missed any questions by mistake. Correctly completing this questionnaire will generally save us a great deal of time which will ensure your statutory obligations are met and you receive vital information on the performance of your business in a timely fashion.

1. Purchase or Sale of Rental Property

a) Was the rental property purchased or sold during this financial year?
If yes, please provide legal documentation (e.g. sales & purchase agreement, settlement statement, valuation report, chattels report, loan drawdown/repayment documentation)

b) If yes, was the sale or purchase made to/from a related entity?
If yes, please provide details

Yes	No
Yes	No

Further details

2. General Rental Information

a) Did you receive rental income or have expenses for the year?
If yes, please also complete appendix A

b) Did you carry out repairs to the rental property during the year?
If yes, please provide receipts for transactions over \$1,000

c) Have you purchased any new assets over \$1,000 during the year?
If yes, please provide receipts and complete appendix B

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

Further details

3. Loans

a) Did you have a loan for this rental property at any time during the year?
If yes, please provide the information listed below

Please CIRCLE the correct answer	
Yes	No

Type of Source Information

Loan statements and/or transaction summaries for all loans for the full year showing:

- all interest paid throughout the year
- all principal paid throughout the year
- closing balance at the end of the year

Confirmation of the interest rate of each loan as at the last day of the financial year

Please tick if supplied

Further details

4. Availability

a) Number of days the property was available to be rented out
(*exclude days used privately or not available for use due to repairs*)

b) Number of days the property was vacant but available to be rented out during the year (e.g. between tenants)

c) Number of days the property was used privately during the year
(*by you, family members or associated persons, even if charged rent*)

d) Number of days the property was rented out for less than 80% of the market rate to persons not associated to you?

Please CIRCLE the correct answer
_____ days
_____ days
_____ days
_____ days

Further details

5. Use of Vehicle

a) Was a private motor vehicle used for rental related purposes?
If yes, please provide details below

Please CIRCLE the correct answer	
Yes	No

Vehicle make and model

Registration plate number

Fuel Type

Total business kilometres travelled during the year

Petrol	Diesel	Hybrid	Electric

Further details

6. Mixed-Use Assets

If you have an asset that meets the following requirements, the mixed-use asset rules are likely to apply.

1. The applicable asset is either:
 - Land (including Holiday Homes)
 - Motorhomes, Boats & Aircraft (if cost or market value was \$50,000 or more when purchased)
2. The asset is used for both business and private purposes
3. The asset is not used at all for at least 62 days of the year
4. Total income (before expenses) from the business use of the asset is greater than \$4,000 for the year

a) Do you have any assets or property that would be applicable under the Mixed-Use Asset rules outlined above?

Please CIRCLE the correct answer	
Yes	No

If yes, please continue below

b) Please describe the type of mixed-use asset
e.g. Holiday home, boat, motorhome, aircraft or other (please describe)

c) Number of nights rented out at market rates during the year

d) Number of nights used privately during the year (*privately includes used yourself, or friends/family stayed for free or at a discounted rate*)

_____ nights
_____ nights

Further details

7. Short-Term Accommodation

From 1 April 2024 there were new rules imposed for short-term accommodation supplied through electronic marketplaces such as AirBnb, Book-A-Bach, Booking.com (or similar).

If you are GST registered, the electronic marketplace is now responsible for paying GST on your income to IRD directly. This means your income is now Zero Rated and you don't need to pay any GST to IRD for this income, but you can still claim GST on your expenses.

If you are not GST registered, in order to claim a full deduction for all expenses the Flat Rate Credit paid to you by the electronic marketplace is taxable income.

You must notify the electronic marketplace of your GST status in order for them to apply these GST rules correctly.

Different rules apply if you are a listing intermediary, or if you use electronic marketplaces as well as private rental arrangements.

Please CIRCLE the correct answer	
Yes	No

a) Do the Short-Term Accommodation rules outlined above apply to this property?

If yes, please continue below

Listing Intermediaries:

You will be a listing intermediary if you are a GST-registered person who has entered into an agreement with an electronic marketplace operator in your name, to list or advertise visitor accommodation on behalf of the accommodation owner. E.g. Property manager or agents.

Please CIRCLE the correct answer	
Yes	No
Yes	No
Main Home	Separate
Yes	No

a) Do you meet the conditions of being a listing intermediary as described above?

b) Which rental marketplace/s are being used?
(e.g. AirBnb, Book-A-Bach, Booking.com etc)

c) Are you GST registered for the purpose of this rental property?

d) Is the room or property being rented out part of your Main Home (where you usually live), or a separate property?

e) Do you receive any other income from this rental property that is not received through an electronic marketplace?
(E.g. through your own website)
If yes, please provide details below

Further details

8. Interest Limitation for Residential Property

From the 2022 tax year new rules were introduced for interest deductibility on residential rental investments including Short-Term Accommodation such as AirBnB/Book-A-Bach (or similar) & Mixed-Use Assets where the property is classed as a residential rental and is not part of your Main Home. From 1 April 2025 these interest deductibility rules are being phased out again.

Certain residential properties may not be subject to the interest limitation rules.

1) New Builds

A new build is a property that received its code compliance certificate on or after 27 March 2020. Interest relating to new builds is eligible to be 100% deductible for up to 20 years from the time the property's code compliance certificate was issued.

2) Existing residential investment property

a) acquired on or after 27 March 2021, the following interest deductibility rules will apply:

Income year (for standard balance date)	Percent of interest allowed to claim
1 April 2021 – 31 March 2022 (transitional year)	1 April 2021 to 30 September 2021 – 100%
	1 October 2021 to 31 March 2022 – 0%
1 April 2022 – 31 March 2023	0%
1 April 2023 – 31 March 2024	0%
1 April 2024 – 31 March 2025	80%
1 April 2025 onwards	100%

b) acquired prior to 27 March 2021, the following interest deductibility rules will apply:

Income year (for standard balance date)	Percent of interest allowed to claim
1 April 2021 – 31 March 2022 (transitional year)	1 April 2021 to 30 September 2021 – 100%
	1 October 2021 to 31 March 2022 – 75%
1 April 2022 – 31 March 2023	75%
1 April 2023 – 31 March 2024	50%
1 April 2024 – 31 March 2025	80%
1 April 2025 onwards	100%

Note: The acquisition date is the date a binding sale and purchase agreement is entered into (even if some conditions still need to be met). This will be the date the agreement went conditional (if there were conditions), or un-conditional (if there were no conditions). The acquisition date is not the settlement date.

a) Is the property leased to a government department (e.g. Ministry of Housing and Urban Development or Kainga Ora) or a registered community housing provider?

If yes, please provide the tenancy agreement

b) Does your property meet the New Build criteria as described above?

c) If no, did you acquire the property prior to 27 March 2021?

If you are unsure, please provide a copy of the signed sale & purchase agreement and we can determine this for you.

Please CIRCLE the correct answer	
Yes	No
Yes	No
Yes	No

Appendix A – Rental Income & Expenses

Please fill this out for all types of rental properties, including mixed-use assets & short-term accommodation.

- a) Is the property managed by a property manager?
If yes, please provide the year end or monthly property managers summaries and/or
- b) Do you maintain a separate bank account for the rental property?
If yes, please provide all bank statements for the year. Please identify on each page what each transaction was for and/or
- c) If you have analysed your bank accounts yourself, or have additional expenses not included in the above to claim, please provide detail below for the rental income and expenses for the financial year.

Please select atleast of the following options

Income

Rental Income Received – from external parties	\$
Rental Income Received – from associated persons	\$
Other Rental Related Income (<i>other than rent</i>)	\$

Expenses

Advertising	\$
Agent Fees / Commission	\$
Bank Charges	\$
Body Corporate Fees	\$
Electricity & Gas	\$
Insurance	\$
Lawns & Gardening	\$
Loan Interest (<i>excluding loan principal payments</i>)	\$
Rates (<i>please provide a copy of your latest rates invoice</i>)	\$
Repairs & Maintenance	\$
Assets (items over \$1,000) (<i>please also fill in Appendix B</i>)	\$
Other (<i>Please specify</i>)	\$
Other (<i>Please specify</i>)	\$

Please provide a copy of the invoice for all assets purchased and any repairs costing more than \$1,000

Further details

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