

McIntyre Dick

2025 Rental Property Checklist

Entity / Individual Name: _____

Property Address: _____

Tax Refunds Direct Credited

Inland Revenue now direct credit refunds to your bank. Please advise the bank account you wish refunds (if any) to go into.

Account Name _____ Bank Account Number _____

Provide details below depending if:

- The property was rented permanently; or
- Was used privately and also to derive income such as a holiday home (mixed use asset)

Rental Property	Days / \$
Number of days property was rented or available for rent during year	
Was it rented to family or associated persons ¹ ? If so, advise number of days and amount of rent received	

Mixed Use Asset	Days / \$
Number of days used during the year	
Number of days used by family or associated persons ¹	
Rent received from family or associated persons	
Number of days used for less than 80% of market rental	
Rent received where was less than 80% of market rental	

- 1 Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property.

Provide copies of **property management statements** for the year.

RENTAL INCOME \$ _____

Expense	\$
Advertising	
Agent collection and inspection fees	
Electricity and gas (if applicable)	
Interest expense	
Insurance	
Legal expenses (attach details)	
Rates	
Repairs and maintenance	
Telephone	
Travel (provide number of km driven)	
Other expenses (attach details)	
Asset purchases or sales (attach details)	