

ANNUAL QUESTIONNAIRE 2016 / 2017 YEAR

Name: _____

Postal Address: _____

Physical Address: _____

Phone Number: _____ **Mobile Number:** _____

Fax Number: _____ **Skype Name:** _____

Email: _____

Solicitor: _____ **Bank Manager:** _____

Please complete all appropriate sections of the questionnaire. Please attach additional information if required.

Bank Reconciliation	Provide all bank statements from 1 April 2016 to 31 March 2017 (unless we have these in Xero).
Accounts Receivable	Provide a list at 31/03/17 showing any rent arrears.
Accounts Payable	Provide a list of accounts payable at 31/03/17 showing the date of the invoice, supplier name, amount owed and what you have purchased.
Fixed Assets vs Repairs & Maintenance	Review your repairs for any over \$500 and provide any invoices to determine whether this is repairs or a capital item.
Term Loans	We will require the statements from the financier for the year or the statement dated 31/03/17.
Motor Vehicle Milage	How many km's did you travel to inspect or repair the property.
Other Income	We will require the following documentation: <ul style="list-style-type: none"> - Donations receipts - RWT certificates - Dividend statements - Any other income you may have received personally
Working for Families	If you are entitled to working for families, we will require any changes to children in your care.
Income not Banked	Is there any income that was not banked into the business bank account?
Expenses Paid in Cash	Details of what you have paid from personal bank accounts or cash.

Thank you for taking your time to complete this information.