

Kiwitax Short-Term Rental Property Annual Accounting Checklist

Year Ending 31 March 2024

Please provide the following information for your Annual Financial Accounting & Income Tax Returns. If you're unsure of anything or don't know what's applicable let us know!

Client Name _____

Property Location _____

Income received from 1 April to 31 March \$ _____

Nights per year available for rental _____ Nights per year rented out for business _____

Nights per year for personal use _____ Nights per year unoccupied _____

Is this short-term rental based in your home Y / N

If the short-term rental is based in your home, what is the percentage of floor area _____

Expenses paid From 1 April to 31 March (either summarise them or we can work off your bank statements and invoices)

Cleaning, utilities and consumables \$ _____

Commissions and booking fees \$ _____

Annual rates amount (attach copy of a rates statement) \$ _____

Annual house and contents insurance paid \$ _____

Interest paid on mortgage \$ _____

Repairs, alterations & maintenance (please list & describe what was done) _____

Mileage – how many kilometers (average) per month to check on property _____

Purchase price if new (Include legal statement if purchased in this FY) \$ _____

Any chattels or homeware purchases \$ _____

Other notes (include things such as other costs paid, chattels valuations - remember to check the tax saving checklist for additional claims)

Taxation Details Please Attach

Annual interest or dividends received slips

Receipts for donations

Do you qualify or are registered for Working for Families? For example, have dependent children in NZ? Yes N/A

Note – Please include this checklist if possible

Kiwitax Rental Property Accounting & Income Tax Returns

Additional Information

Accounting Records - Get together all of the years rental information from 1 April to 31 March including:

- Rental property bank statements
- Receipts/ invoices
- Rental income received
- Loan documents & statements
- Lawyers documents
- Mileage travelled
- Home office costs
- Airbnb or Book a Bach Statements etc
- Body Corporate Invoices

A good idea is to keep them all in one place, so they are ready when the time is near to prepare your annual accounting. Invoices for the property rates, insurance, repairs & maintenance, AirBnB statements etc, land lease and loan bank statements should be kept.

Home office costs are relevant if you wish to claim a percentage of your home phone, internet, power, rates, rent, insurance and mortgage interest. A claim is available for running your rental property investment from your home.

Income Tax Returns - Here are a few items to keep an eye out for and put with your information to help with your accounting and tax returns – these will usually arrive in the post in April:

- Interest and dividend certificates from banks and investment companies to include in your personal tax returns
- Donations receipts
- Mortgage interest summaries from your bank to include in home office calculations
- Any overseas earnings (e.g. Interest, pension, distributions from trusts)

Please note we are able to obtain your wages and salary earnings from Inland Revenue so don't worry about providing that information to us.

Kiwitax Rental Property Tax Saving Expenses

What You Can Claim to Save Tax

Please check this list and if you have any receipts or invoices for any of the following expenses please send them to us with your accounting records. We'll then include them in your expenses claim to reduce your tax!

- ✓ Accounting fees
- ✓ Advertising and marketing
- ✓ Booking agent's fees & commission
- ✓ Bank Fees
- ✓ Books
- ✓ Couriers
- ✓ Consumables
- ✓ Cleaning
- ✓ Educational courses
- ✓ Insurance
- ✓ Interest (Limitations apply)
- ✓ Land lease
- ✓ Legal fees
- ✓ Loan fees
- ✓ Rates
- ✓ Repairs & maintenance
- ✓ Stamps & stationery
- ✓ Subscriptions to property investment publications
- ✓ Telephone & internet
- ✓ Travel & accommodation (for out-of-town properties/courses)
- ✓ Valuations
- ✓ Vehicle mileage

For every \$1 spent on expenses can save up to .39c tax which soon adds up! There's also a simple test to tell if something is possibly claimable. When buying or paying for something always ask this one all important question.

Am I buying this for rental property or personal use?

If it's personal, you usually cannot claim it. If it's for your rental property, you most likely can claim for it. At any time if you have any questions or would like to clarify whether something is a business or personal expense, please ask. We're always happy to help.