

Kiwitax Rental Property Annual Accounting Checklist

Year End 31 March 2026 – Short Term Rentals

Please provide us with the following information for your annual financial accounting & income tax returns, please include this checklist if possible. If you're unsure of anything or don't know what's applicable just 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: _____

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

Is this short-term rental based in your home: Yes / No

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 & consumables: \$ _____

Commissions & booking fees: \$ _____

Annual house & 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 of property if it's new (Include legal statement if purchased in last 12 months)

Any chattels or homeware purchases: \$ _____

Other notes (Include things such as other costs paid, chattels valuations - check the tax saving checklist below):

Taxation details - Please attached details

Annual interest or dividends received slips

Receipts for donations

	Yes	N/A
Do you qualify or are you registered for Working for Wamillies? (Have independent children in NZ)	<input type="checkbox"/>	<input type="checkbox"/>

Do you hold any crypto assets? (Please provide a Koinly report)	<input type="checkbox"/>	<input type="checkbox"/>
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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
- Property management statements
- 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 Tips

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
- ✓ 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.

