

# Rental Supplementary Information – 31 March 2024

(only required if details have changed since March 2023)

Please ensure this questionnaire is completed and included with your records

Client Name		Phone	
		Mobile	
Balance Date		Email	
		IRD number	

To: Bella Consultants Limited

## **Terms of Engagement**

I hereby instruct you to prepare our Taxation Returns for the year/period ending 31 March 2024. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require for completion of the above assignment.

You are to represent me as my tax agent. Authority is given to obtain information from the Inland Revenue about all tax types (except NCP or CPR) until further notice. This includes obtaining information through all Inland Revenue media and communication channels.

I also accept that Bella Consultants Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at the discretion of Bella Consultants Limited. I accept that any collection costs incurred by Bella Consultants Limited will be fully recoverable from me.

## **Privacy Act 1993**

1.1 The Landlord and the guarantor/s (if separate to landlord) authorise Bella Consultants Limited to:

- a) collect, retain and use any information about myself and/or guarantors, for the purpose of assessing the landlord and/or guarantors creditworthiness; and
- b) disclose information about the landlord and/or guarantors, whether collected by Bella Consultants Limited from myself and/or guarantors directly or obtained by Bella Consultants Limited from any other source, to any other credit provided or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by the landlord and/or guarantors.

1.2 Where the landlord and/or the guarantors are an individual the authorities under clause 17.1 are authorities or consents for the purposes of the Privacy Act 1993.

1.3 The landlord and/or the guarantors shall have the right to request Bella Consultants Limited for a copy of the information about myself and/or guarantors retained by Bella Consultants Limited and the right to request Bella Consultants Limited to correct any incorrect information about the landlord and/or guarantors held by Bella Consultants Limited.

## **Personal Guarantee**

Where the name of a guarantor is completed at the foot of this agreement, then that person personally guarantees full payment of any amounts due to us in terms of this agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name / Guarantor \_\_\_\_\_

## Property Details

Property 1 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Bank			Branch					Account								Suffix	

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house     Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 2 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Bank			Branch					Account								Suffix	

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house     Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 3 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Bank			Branch					Account								Suffix	

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house     Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 4 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Bank			Branch					Account								Suffix	

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house     Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 5 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Bank			Branch					Account								Suffix	

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house     Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

## Property Details

Property 6 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

-  -  -   
Bank Branch Account Suffix

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house  Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 7 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

-  -  -   
Bank Branch Account Suffix

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house  Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 8 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

-  -  -   
Bank Branch Account Suffix

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house  Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 9 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

-  -  -   
Bank Branch Account Suffix

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house  Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

Property 10 Address: \_\_\_\_\_ Purchase date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mortgage Account#

-  -  -   
Bank Branch Account Suffix

*\* Please provide full year statements*

### Type of property

- New build \_\_\_\_/\_\_\_\_/\_\_\_\_  
Code of compliance date
- Existing house  Mixed use
- Boarding/Student accommodation
- Rented to social housing provider

\_\_\_\_\_  
Social housing provider

**Thank you for completing this questionnaire**  
**It is essential we receive all the above information to prepare the 2024 financial accounts**  
**Don't forget to sign it**