



Name:

### **Compilation Terms**

I instruct Business Like NZ Ltd to prepare special purpose financial reports and income tax returns for above named, for the year ended 31 March. I undertake to supply all information necessary to carry out such services and accept responsibility for the accuracy and completeness of such information or failure to supply relevant records and information.

### **Contact Information**

Have there been any changes to your contact information? If yes, please provide details.

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Changes in Taxable Activity**

Has the nature of your business changed from 1 April to 31 March.  
If so, please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Client Authority**

As well as your usual partner contact, should you have any queries, please contact your Account Manager on 09 262 0726 or [info@blnz.co.nz](mailto:info@blnz.co.nz)

Dated: \_\_\_\_\_  
Name of Signature: \_\_\_\_\_  
Signed: \_\_\_\_\_

**Please complete the checklist on the next page to ensure you have provided all the applicable information.**

**Without the signed terms of engagement above and information we cannot schedule your work.**



Name:

Mixed Use Holiday Home from 1 April to 31 March

Yes No

Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income?

 

If yes, provide details of property

Was the property empty for 62 days in the income year?

 

If yes, please complete the following section so we can determine the amount of allowable deductions.

The number of days the property was empty during the income year

The number of days the asset was used by family or associated persons\* during the income year OR where income from any person received was less than 80% of market rate \* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details:

Name of tenant:

Relationship to Owner (if any):

Amount of rent they paid:

Dates rented (From / To):

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants

Cost of repairing damages caused by tenants

Number of days spent in the property while repairing damages caused by tenants

Mortgage Interest

Rates

Insurance

Repairs/maintenance for general wear and tear