Biz Angels NZ Limited

Rental Summary Checklist

For the period ended 31st March 2015

To ensure our fee is able to be maintained, please:

Fill in ALL fields
Use one checklist per property
Supporting documents must be provided for the expense to be claimed
Please provide all documents in the same order as shown on this checklist

P 07 307 8466
E admin@bizangelsnz.co.nz
www.bizangelsnz.co.nz
Upstairs @ 108 - 110 The Strand, Whakatane

Full name:
Rental Property Address:
Months Avaliable for Rent:

	Are you claiming? (Y/N)	Supporting Document:				Comments
		Bank Statement	Invoices/ Receipts	Property Managers Report	Other (please specify)	
Income						
Rent Income						
Water Rates Recovered						
Other (please specify)						
Expenses						
Rates (incl. water)						
House Insurance						
Mortgage Interest						
Mortgage Protection Insurance						
Property Managers Fees						
Repairs & Maintenance						
Cleaning						
Gardening						
Mileage						
Valuation Fees						
Advertising						
Phone Expenses						
Subscriptions						
Legal Fees						
Printing, Stationery & Postage						
Computer Expenses						
Gifts for Tenants						
Accounting Fees						
Other (please specify)						