

Barraclough & Associates Limited

2020 Rental Questionnaire

Ensure this questionnaire is completed and included with your records

| | | | |
|-----------------|--|--------------|---------------|
| Client Name | | Balance Date | 31 March 2020 |
| Phone: | | | |
| Email: | | | |
| Postal Address: | | | |

Terms of Engagement

Barraclough & Associates Limited, Chartered Accountants, are hereby instructed to prepare our Financial Statements and Taxation Returns for the year ended 31 March 2020.

We accept full responsibility for the accuracy and completeness of the information supplied below and any other information, which may be provided. We also accept full responsibility for any failure to supply all relevant records and information to Barraclough & Associates Limited and its employees.

We understand that this information is to be used in the preparation of Financial Statements and / or Taxation Returns and that this work cannot be relied upon to detect error or fraud and that Barraclough & Associates Limited and its employees accept no liability for the accuracy and completeness of the information supplied by us.

We further understand that the Financial Statements and / or Taxation Returns will be prepared at our request and for our purposes only and that Barraclough & Associates Limited and its employees will not be liable for any losses, claims or demands by any third party.

We authorise Barraclough & Associates Limited, Chartered Accountants, to communicate with our bankers, solicitors, finance companies and any other person or organisation in order to obtain any information which may be required in order to prepare our Financial Statements and Taxation Returns.

We understand payment of accounts are due on the 20th of the month following invoice unless prior arrangement has been made with Barraclough & Associates Limited.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associates.

Signature _____ Date _____

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|---|---|
| Property Details | |
| Please provide us with the addresses of any rental properties you have. 1. Address: _____ 2. Address: _____ 3. Address: _____ | If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____ |
| Other Details Required | |
| If you have purchased and/or sold a property during the year we require <ul style="list-style-type: none"> • Solicitors Settlement Statement • Sale and Purchase Agreement • Loan details for property purchase • A copy of the latest Rateable Valuation • A list of chattels and their value for properties bought or sold during the year | |

