

NAME

RENTAL / PROPERTY INCOME QUESTIONNAIRE

INFORMATION REQUIRED FOR SELF -ASSESSMENT TAX FORM AND ACCOUNTS

1. The main rule is if you are unsure please enclose details and / or telephone. If you have more than one let property please provide information separately.
2. If an agent collects your rental income please ensure that we are aware of the Company's details and we will contact them direct but if you have Statements please send copies..

Generally however not all costs are met from the rental income so please look at the following and provide details as necessary. If one or two pieces are missing please send what you have and let us have a note of what is outstanding.

3. If the property is jointly owned please state number of owners, their names and the size of each share.
4. If you only let out part of your home please advise:
 - number of rooms in the building
 - number of rooms letIn both instances please ignore bathrooms and kitchens.
 - Kindly indicate whether the rooms are separately contained (are they assessed separately for Council Tax or do they have a different entrance from the outside?)
4. Are you liable for any of the following if so indicate figures for the tax year in question. Generally the date the bill was issued indicates into which tax year it falls.
 - Council Tax
 - Water Rates
 - Gas, Electricity Telephone Cable Television
 - Structure and Contents Insurance
 - Letting Agents fees, Solicitors Costs, Advertising
 - Ground Rent
 - Personal Services (Window cleaning, Gardener)
 - Your own expenses Postage, Phone Calls Car Expenses
 - Other Costs
5. If there is a mortgage a details will be needed. If you have statements please send copies. Kindly advise us if the name and address and the account number if you have changed mortgage company or forward a copy of a statement.
6. Please indicate if the letting is furnished or unfurnished.