

# REQUEST FOR YOUR LAND AND PROPERTY ACCOUNTING RECORDS

## LETTINGS CHECKLIST

Please complete and return this checklist together with the following records covering the period from the last set of accounts up until the period ended above.

Please ✓ as appropriate

	<u>Details Enclosed</u>	<u>Not Applicable</u>
<b>Bank/Accounting Transactions</b>		
1) Property bank statements	<input type="checkbox"/>	<input type="checkbox"/>
2) Cheque book stubs and paying in slips for all accounts	<input type="checkbox"/>	<input type="checkbox"/>
3) Loan statements	<input type="checkbox"/>	<input type="checkbox"/>
4) Cash book/spreadsheet of transactions	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income and Expenses</b>		
5) Details of income received	<input type="checkbox"/>	<input type="checkbox"/>
6) Remittance advice notes	<input type="checkbox"/>	<input type="checkbox"/>
7) Mortgage interest paid	<input type="checkbox"/>	<input type="checkbox"/>
8) List of expenses with purchase invoices/receipts where possible including the following:-		
• Repairs/Insurance	<input type="checkbox"/>	<input type="checkbox"/>
• Ground rent	<input type="checkbox"/>	<input type="checkbox"/>
• Gardeners/Maintenance/Cleaner	<input type="checkbox"/>	<input type="checkbox"/>
• Phone bills	<input type="checkbox"/>	<input type="checkbox"/>
• Heating and lighting	<input type="checkbox"/>	<input type="checkbox"/>
• Legal fees (further details required)	<input type="checkbox"/>	<input type="checkbox"/>
• Travelling (business related journeys)	<input type="checkbox"/>	<input type="checkbox"/>
• Other - if in doubt please include in your records	<input type="checkbox"/>	<input type="checkbox"/>
<b>New properties</b>		
9) If the property is new, we will require:-		
• The completion date	<input type="checkbox"/>	<input type="checkbox"/>
• The total amount paid / completion statement	<input type="checkbox"/>	<input type="checkbox"/>
• Legal costs/Estate agent fees/Surveyor costs	<input type="checkbox"/>	<input type="checkbox"/>
• Term/details of the mortgage	<input type="checkbox"/>	<input type="checkbox"/>
• Details of any improvements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other details</b>		
	<b><u>YES</u></b>	<b><u>NO</u></b>
10) Confirmation if the property was let furnished or unfurnished (Note: A let property is 'furnished' if it is fit for immediate occupancy. If white goods only are supplied then the property is 'unfurnished').	<input type="checkbox"/>	<input type="checkbox"/>
11) For furnished lettings please confirm:-		
• The property was available for letting for at least 210 days during the year	<input type="checkbox"/>	<input type="checkbox"/>
• The property was actually let for at least 105 days	<input type="checkbox"/>	<input type="checkbox"/>
• Was there any continuous occupancy by the same tenant in excess of 31 days? If so, please provide dates/details	<input type="checkbox"/>	<input type="checkbox"/>
• Was there any periods of owner occupation during the year? If so, please provide dates/details.	<input type="checkbox"/>	<input type="checkbox"/>
12) If the letting income relates to land, please provide relevant documentation using the above list as a guide. Income from land may include wayleaves, and grazing land receipts.		

**PLEASE ENSURE ALL BANK STATEMENTS ARE ENCLOSED**