

RENTAL PROPERTY CHECKLIST

All information provided on this form should be supported with receipts which you should keep in event of an audit.

Complete Address of Rental Property:

Street Name and Number _____ City _____ Province _____ Postal Code _____

Number of Units _____

Property Ownership:

100% Co-owner Partnership Joint venture co-owner

Names of Owners and percentage of property ownership:

_____ % _____ %
_____ % _____ %

Is this a new property purchased this year? Yes No

Was this property sold in the year? Yes No

Is this property being rented for commercial purposes? (business rental) Yes No

Are you registered for GST/HST? Yes No

Income	Amount (including GST/HST)
Rental Income	\$ _____
Other Income (interest, parking, laundry etc.)	\$ _____

Expenses	Amount (Including GST/HST)
Personal use of space (%) ¹	\$ _____
Advertising (ads, gifts, flyers)	\$ _____
Insurance	\$ _____
Condo Fees	\$ _____

¹ Applicable when portion of personal residence is rented. For Example, if you rent out your basement (30% of your home) then 70% would be for personal use.

Interest	\$
Education (courses, books, etc.)	\$
Inspection Fees	\$
Office and Stationary	\$
Legal, Accounting and Professional Fees	\$
Property Taxes	\$
Repairs and Maintenance (landscaping, snow removal, sub-contractors, etc.)	\$
Property Management Fees	\$
Salaries and wages	\$
Telecommunications – rental related	\$
Travel	\$
Vehicle Expense	\$
Utilities	\$
Superintendent	\$
Other Expenses	\$
Capital Items (i.e. appliances, computer, fixtures)	\$

If property purchased in year. Please provide copy of statement of adjustment and trust ledger statement

Date of Purchase	
Purchase Amount	\$
Legal Fees and Disbursements	\$
Land Transfer Taxes (if applicable)	\$
Appraisal (if applicable)	\$
Inspection (if applicable)	\$
Finders and other fees (if applicable)	\$

If property sold in year. Please provide copy of statement of adjustment and trust ledger statement from sale

Date of Sale	
Sale Amount	\$
Legal Fees and Disbursements	\$



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Real Estate Broker Fees (if applicable)	\$
Finders and other fees (if applicable)	\$

If you have any questions, please contact my office.