

Please provide us with the following information to prepare your tax return:

- Purchase or sale documents if rental property was bought or sold during the year.

Note: Please separate expenses that relate only to the rental unit from those that relate to the entire property, if the property has a personal tax use portion.

Date rental commenced/ceased (if during the year): \_\_\_\_\_

**Co-owners:**

Name	SIN	Percentage share
_____	_____	_____
_____	_____	_____

**Use the following information to summarize your rental income and expenses:**

Is the rental part of your personal residence or is there a portion of the property used by you personally?    **Yes**    **No**

If **Yes** above, Total square footage of home: \_\_\_\_\_  
 Portion related to Rental: \_\_\_\_\_  
 Percentage for rental use (portion/total) \_\_\_\_\_

**General Information:**

List the address of your rental property(s)	Number of Units	Rent for short-term rentals	Rent for all units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<b>Total Rental Income</b>	_____



**Expenses:**

Use Whole Property column if property is 100% rental / use both columns if property also has a personal use portion.

Is rental a portion of your principal property?      If yes ft2 of suite \_\_\_\_\_ total ft2 of house \_\_\_\_\_

	Total Expenses	Personal Portion	Short Term Portion
Advertising	_____	_____	_____
Insurance	_____	_____	_____
Interest	_____	_____	_____
Office Expenses	_____	_____	_____
Legal/Accounting/Professional Fees	_____	_____	_____
Mgmt/Strata and Admin Fees	_____	_____	_____
Maintenance and repairs	_____	_____	_____
Property Taxes	_____	_____	_____
Travel	_____	_____	_____
Utilities	_____	_____	_____
Other Expenses (Specify)	_____	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____	_____

**Other Expenses: (CCA's)**

Renovations, improvements, appliances, furniture additions and/or disposals (Please Specify)

Description	Amount	Date Purchased
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide the purchase/sale documents with your tax package for any renovations or asset additions and/or disposals, including all documents related to the sale of the rental property if sold during the year.

