

SHORT TERM RENTAL WORKSHEET

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.

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
		Total Rental Income



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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	_____	_____	_____
Supplies	_____	_____	_____
Cleaning/Disposal	_____	_____	_____
Other Expenses (Specify)	_____	_____	_____
TOTAL EXPENSES	_____	_____	_____

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.

