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Taxation year: _____

Name: _____

The information gathered in this checklist will assist with the preparation of your tax return. It is not meant to replace professional advice. For more information, please contact the office or click on the following link to be directed to CRA's website.

[CRA - Rental Income & Expenses](#)

Rental Property Checklist

Please fill out one sheet for each property

Property address: _____ City: _____
 Province : _____ Postal Code: _____

Purchase price of property: _____ Value of Building: _____
 Year purchased: _____ Value of Land: _____

If the property has changed from personal or rental use please contact us

Owner: _____ SIN # _____ % ownership: _____
 Owner: _____ SIN # _____ % ownership: _____

Rental Income: _____ Personal Use% _____

Rental expenses: (report the total amounts for the year even if there is a personal portion)

Advertising: _____	Utilities: _____
Mortgage Interest: _____	Salaries & wages: _____
Insurance: _____	Property taxes: _____
Office expenses: _____	Bank Charges & Interest: _____
Accounting & Legal: _____	Strata fees: _____
Management & admin fees: _____	Vehicle expenses (see pg 2): _____
Repairs & maintenance: _____	Other (specify): _____
Travel expenses: _____	

Did you purchase any capital assets in the year?

If so - please provide details:

Description: _____ Cost: _____
 Description: _____ Cost: _____

Prepared by: _____ Date: _____

Please ensure that you keep all receipts to substantiate your income and expenses