

Rental Income Checklist



Please fill out one sheet per rental property.

General Information

Rental Property Address: _____

If first year of rental, please provide the cost of the property. \$ _____
 If applicable, please provide legal documents.

Fiscal year-end _____ # of units rented _____
mm dd yy

If co-owned, list co-owners (partners) and respective percentage of partnership

Partner 1		%
Partner 2		%
Partner 3		%
Total		100%

We do not need to see your receipts, however you must keep them in case the CRA asks to see them.

Revenue

Gross rental income \$ _____

Other related income (e.g. coin laundry, etc.) _____

Expenses

Advertising	\$ _____
Bank charges	_____
Insurance	_____
Interest	_____
Office expenses	_____
Legal, accounting and other professional fees	_____
Management and administration fees	_____
Repairs and maintenance	_____
Salaries, wages and benefits	_____
Property taxes	_____
Travel	_____
Utilities	_____
Utilities	_____
Other (describe) _____	_____
Other (describe) _____	_____

Capital Assets Purchased (threshold: cost > \$500)

Significant renovations to building

Equipment

Furniture

Computers

**If property or other assets of the rental sold during the year,
please provide details including proceeds received on the sale(s).**