

# Rental Income Summary

If you have a rental property, please complete the following form and return it to our office with your tax records.

Name: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ % \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Is rental part of your residence?      Y      N  
     

If not part of residence:

Total Residence      \_\_\_\_\_ Sq Ft

# of days rented in tax year      \_\_\_\_\_

Rental Portion      \_\_\_\_\_ Sq Ft

# of days personal use in tax year      \_\_\_\_\_

### Income:

Gross Rent (Number of Units \_\_\_\_\_)      \_\_\_\_\_

Other Income (Details \_\_\_\_\_)      \_\_\_\_\_

Total income      \_\_\_\_\_

### Expenses:

Advertising      \_\_\_\_\_

Insurance      \_\_\_\_\_

Mortgage Interest      \_\_\_\_\_

Interest – Other (eg line of credit)      \_\_\_\_\_

Legal & Accounting Fees      \_\_\_\_\_

Office Expenses      \_\_\_\_\_

Management & Administrative Fees      \_\_\_\_\_

Maintenance & Repairs      \_\_\_\_\_

Salaries, Wages & Benefits Property Property Taxes      \_\_\_\_\_

Utilities      \_\_\_\_\_

Automobile expenses (complete automobile questionnaire)      \_\_\_\_\_

Renovations      \_\_\_\_\_

Details of Renovations:

_____	_____
_____	_____
_____	_____
_____	_____

**Purchase or Sale** (in the current tax year) provide copies of:

- Statement of Adjustments
- Other expenses incurred to sell the property
- Mortgage / finance documents
- Order to Pay