

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