

## 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