

RENTAL PROPERTY CHECKLIST

All information provided on this form should be supported with receipts which you should keep in event of an audit.

Complete Address of Rental Property:

Street Name and Number City Province Postal Code

Number of Units _____

Property Ownership:

☐ 100% ☐ Co-owner ☐ Partnership ☐ Joint venture co-owner

Names of Owners and percentage of property ownership:

_____% _____%
_____% _____%

Is this a new property purchased this year? ☐ Yes ☐ No

Was this property sold in the year? ☐ Yes ☐ No

Is this property being rented for commercial purposes? (business rental) ☐ Yes ☐ No

Are you registered for GST/HST? ☐ Yes ☐ No

Income	Amount (including GST/HST)
Rental Income	\$
Other Income (interest, parking, laundry etc)	\$

Expenses	Amount (Including GST/HST)
Personal use of space (%) ¹	\$
Advertising (ads, gifts, flyers)	\$
Insurance	\$
Condo Fees	\$
Interest	\$

¹ Applicable when portion of personal residence is rented. For Example, if you rent out your basement (30% of your home) then 70% would be for personal use.



Expenses (Continued)	Amount (Including GST/HST)
Education (courses, books etc)	\$
Inspection Fees	\$
Office and Stationary	\$
Legal, Accounting and Professional Fees	\$
Property Taxes	\$
Repairs and Maintenance (landscaping, snow removal, sub-contractors ect)	\$
Property Management Fees	\$
Salaries and wages	\$
Telecommunications – rental related	\$
Travel	\$
Vehicle Expense	\$
Utilities	\$
Superintendent	\$
Other Expenses	\$
Capital Items (i.e. appliances, computer, fixtures)	\$

If property purchased in year. Please provide copy of statement of adjustment and trust ledger statement

Date of Purchase	
Purchase Amount	\$
Legal Fees and Disbursements	\$
Land Transfer Taxes (if applicable)	\$
Appraisal (if applicable)	\$
Inspection (if applicable)	\$
Finders and other fees (if applicable)	\$

If property sold in year. Please provide copy of statement of adjustment and trust ledger statement from sale

Date of Sale	
Sale Amount	\$
Legal Fees and Disbursements	\$
Real Estate Broker Fees (if applicable)	\$
Finders and other fees (if applicable)	\$

If you have any questions, please contact my office.