

RENTAL PROPERTY SCHEDULE

This rental property checklist is to be used as a guide in order to organize your rental income and expenses for the calendar year. Based on your paid invoices and cancelled cheques, please record total amounts on this form. please note that for Canada Revenue Agency audit purposes, receipts for all expenditures should be available and are the responsibility of the taxpayer.

Name of Taxpayer: _____

Address of Rental Property: _____

REVENUE

Gross rental income received or earned during calendar year

EXPENSES

Advertising expense

Insurance

Mortgage interest (please provide copy of mortgage statement)

Repairs and maintenance (attach invoices please)

Property Taxes

Heat, hydro, water, hot water heater

Travel expense

Real estate commissions

Other (provide details) _____

Furnishings purchased during the year for the property (provide detail)

Percentage used for personal residence _____ %

Please advise us if you are registered to collect HST because of commercial rent being charged.