

RENTAL INCOME WORKSHEET

If you owned a rental property during the year, please provide us with the following information to assist in preparing your tax return(s).

- Address of rental property
- Name and SIN of co-owner(s), if any, and their ownership percentage
- Date property became or ceased to be available for rent
- If the property is also used for personal purposes (ie. you rent out the basement of your principal residence) please provide square footage of rental space and total square footage of home
- Summary and/or details of rental income and expenses (mortgage interest, property taxes, repairs, insurance)
- Details of any renovations, appliances or other improvements made during the year
- If the property was acquired or sold during the year, please provide the purchase/sale documents

NOTE: If the property has a personal-use portion, please disclose separately those expenses that relate only to the rental unit (ie. advertising, repairs or renovations performed on the suite) from those that relate to the entire property.

The following can be used to assist you in summarizing your rental income and expenses:

General Information

Address of Rental: _____

Co-Owners

Name: _____ Ownership %: _____

Address: _____

Name: _____ Ownership %: _____

Address: _____

Name: _____ Ownership %: _____

Address: _____

Date rental commenced/ceased _____

Is the rental part of your personal residence? Yes _____ No _____

Property purchase price and date _____

Income	\$ Amount
Gross Rents Received	_____
Other Income: _____	_____
Total Rental Income	=====

Expenses	Total Property Expenses to be Prorated	Rental Expenses Only
	_____	_____
Advertising	_____	_____
Insurance	_____	_____
Mortgage interest	_____	_____
Office Expenses	_____	_____
Legal, Accounting and other Professional Fees	_____	_____
Management Fees/Strata Fees	_____	_____
Maintenance and Repairs	_____	_____
Salaries, Wages and Benefits	_____	_____
Property Taxes	_____	_____
Travel	_____	_____
Utilities	_____	_____
Vehicle expenses <i>(use vehicle expense worksheet)</i>	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
	C	_____

Percentage Rental:	
Square Footage of Rental Unit	A _____
Square Footage of Entire House/Condo	B _____
	D =
	A/B _____ 100%
Total Rental Expenses	C x D _____ + _____ = _____
Net Rental Income	=====