

# Rose Tax Service

## Rental Income/Expense Worksheet

All receipts for the months the business was in operation **MUST** be totaled prior to coming for your appointment. If you are not required to file an HST return, you do not need to break out your expenses, just fill in the total column. Please remember that if you started or finished renting mid-year, you can only claim expenses for the periods you hand tenants or were actively seeking tenants, with the exception of periods of renovation. If you have more than one property, please complete a separate sheet for each property.

	Before HST	HST	Total
Total Rental Income:			

Rental Expenses	Before HST	HST	Total
Advertising			
Insurance	XXXX	XXXX	
Interest (rental related)	XXXX	XXXX	
Office Expenses			
Legal, Accounting & Professional Fees			
Management & Admin			
Salaries, wages, benefits*	XXXX	XXXX	
Property Taxes			
Repairs & Maintenance			
Heat			
Hydro			
Water			
Telephone			
Internet			
Cable			
Other:			
Other:			
Other:			

\*include employer contributions

If renting part of your home:  
 Square foot of rental space \_\_\_\_\_  
 Square foot of home \_\_\_\_\_

### Capital Purchases (new appliances, renovations, etc.):

Description	Before HST	HST	Total

Motor Vehicle Expenses	Before HST	HST	Total
KMs driven for business			_____
Total KMs driven for year			_____

**(Log is required to claim vehicle expenses)**

	Before HST	HST	Total
Gas			
Maintenance			
Insurance	XXXX	XXXX	
Licence			
Interest on Loan	XXXX	XXXX	
Lease Payments			
Parking			
CAA			
Capital Cost of Vehicle	XXXX	XXXX	

If renting a separate property:  
 Number of Units rented \_\_\_\_\_  
 Rental Property Address: \_\_\_\_\_