

**Rental Property Checklist**

For the year ending December 31, 20\_\_

Owner(s) \_\_\_\_\_ % ownership  
\_\_\_\_\_ % ownership

Property Address \_\_\_\_\_

City, Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Purchase Price of Property \$ \_\_\_\_\_ House \$ \_\_\_\_\_ Land

If changed from personal use to rental use: Value at time of usage change \$ \_\_\_\_\_

**Rental Income** \$ \_\_\_\_\_

Personal Usage %

**Rental Expenses**

Advertising	\$ _____	_____
Insurance	_____	_____
Mortgage Interest	_____	_____
Management & Administration Fees	_____	_____
Office Expenses	_____	_____
Legal	_____	_____
Accounting	_____	_____
Professional Fees	_____	_____
Property Taxes	_____	_____
Salaries, Wages and Benefits	_____	_____
Travel (airfare/hotels)	_____	_____
Meals	_____	_____
Utilities	_____	_____
Condo Fees	_____	_____
Bank Charges	_____	_____
Appraisal Fees	_____	_____
Repairs & Maintenance	_____	_____

**Automobile** – Same vehicle as last year?

YES or NO (circle one)

Total KM used in year \_\_\_\_\_

KM travelled to earn income \_\_\_\_\_

**Leased Vehicle:**

Lease payments/month \_\_\_\_\_

Lease Commencement date \_\_\_\_\_

Mfr. List price (if new) \_\_\_\_\_

**Purchased Vehicle:**

Purchase Date \_\_\_\_\_

Manufacturers list price (if new) \_\_\_\_\_

Interest paid/year (if financed) \_\_\_\_\_

Please provide the total yearly costs for the following **auto expenses**:

Insurance \_\_\_\_\_

License /Registration \_\_\_\_\_

Maintenance/Repairs \_\_\_\_\_

Fuel/ Oil \_\_\_\_\_

**Capital Expenditures** (i.e. appliances, etc.) Purchased in the current year (list)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_