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Taxation year: \_\_\_\_\_

Name: \_\_\_\_\_

The information gathered in this checklist will assist with the preparation of your tax return. It is not meant to replace professional advice. For more information, please contact the office or click on the following link to be directed to CRA's website.

[CRA - Rental Income & Expenses](#)

### Rental Property Checklist

*Please fill out one sheet for each property*

Property address: \_\_\_\_\_ City: \_\_\_\_\_  
Province : \_\_\_\_\_ Postal Code: \_\_\_\_\_

Purchase price of property: \$ \_\_\_\_\_ Value of Building: \$ \_\_\_\_\_  
Year purchased: \_\_\_\_\_ Value of Land: \$ \_\_\_\_\_

If the property has changed from personal or rental use please contact us

Owner: \_\_\_\_\_ SIN # \_\_\_\_\_ % ownership: \_\_\_\_\_  
Owner: \_\_\_\_\_ SIN # \_\_\_\_\_ % ownership: \_\_\_\_\_

Rental Income: \_\_\_\_\_ Personal Use% \_\_\_\_\_

**Rental expenses:** (report the total amounts for the year even if there is a personal portion)

Advertising:	\$ _____	Salaries & wages:	\$ _____
Insurance:	\$ _____	Property taxes:	\$ _____
Mortgage Interest:	\$ _____	Travel expenses:	\$ _____
Office expenses:	\$ _____	Utilities:	\$ _____
Accounting & Legal:	\$ _____	Bank Charges & Interest:	\$ _____
Management & admin fees:	\$ _____	Other (specify):	_____
Repairs & maintenance:	\$ _____		_____
Strata fees:	\$ _____		_____

Did you purchase any capital assets in the year?

If so - please provide details:

Description: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Description: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

If there are any vehicle expenses to claim, please see our vehicle sheet on [bethstuartcpa.com](http://bethstuartcpa.com).

**Please ensure that you keep all receipts to substantiate your income and expenses.**

**"Where everybody Counts"**