

RENTAL PROPERTY CHECKLIST For the year ending December 31, 2_____

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 \$ _____

RENTAL EXPENSES

Personal Usage %

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

AUTOMOBILE

Same vehicle as last year? YES NO

Total KMs used in year _____ KMs 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 _____ Licence/Registration _____

Maintenance/Repairs _____ Fuel and Oil _____

CAPITAL EXPENDITURES (ie. Appliances, etc.) Purchased in the current year (list)

_____ \$ _____
_____ \$ _____