

RENTAL INCOME AND EXPENSES WORKSHEET (TO BE FILLED OUT FOR EACH PROPERTY)

DETAILS OF PROPERTY
 Address of Rental Property: _____ City _____
 Province/State _____ Postal Code _____ Country _____
 Ownership Percentage (%) _____
 Full Name and SIN of Co-Owners _____

<p>RENTAL INCOME: GROSS RENTAL INCOME: _____</p> <p>RENTAL EXPENSES: ADVERTISING _____ INSURANCE _____ MORTGAGE INTEREST _____ OFFICE EXPENSES _____ LEGAL & ACCOUNTING _____ MANAGEMENT & ADMIN _____ REPAIRS & MAINTENANCE _____ PROPERTY TAXES _____ TRAVEL _____ UTILITIES _____ OTHER (SPECIFY) _____ _____ _____ _____</p>	<p>Did you pay for any major renovations or large purchases (i.e. appliances) during the tax year? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If "YES", please provide the details of the renovations/purchase and provide the cost amount below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 30%; text-align: center;">Amount</th> <th style="width: 50%; text-align: center;">Description</th> </tr> </thead> <tbody> <tr><td>\$</td><td>_____</td><td>_____</td></tr> <tr><td>\$</td><td>_____</td><td>_____</td></tr> <tr><td>\$</td><td>_____</td><td>_____</td></tr> <tr><td>\$</td><td>_____</td><td>_____</td></tr> <tr><td>\$</td><td>_____</td><td>_____</td></tr> <tr><td>\$</td><td>_____</td><td>_____</td></tr> </tbody> </table>		Amount	Description	\$	_____	_____	\$	_____	_____	\$	_____	_____	\$	_____	_____	\$	_____	_____	\$	_____	_____
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While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.

Renovations and other purchases may be treated as capital assets and as such cannot be expensed against the income in the year purchased but rather over time. Capital renovations will be added to the cost basis of the property and can be either amortized over time, or not amortized. We will consult you on your options regarding your preferred treatment of the property.



PROFESSIONAL / SELF-EMPLOYED INCOME AND EXPENSES WORKSHEET (TO BE FILLED OUT FOR EACH BUSINESS)

Name of business _____ Type of business _____
 Names of Partners and Percentage (%) owned _____

REVENUE:

Gross Receipts/ Sales \$ _____

EXPENSES:

Advertising \$ _____

Meals and Entertainment \$ _____

Insurance \$ _____

Interest & Bank Charges \$ _____

Licenses, Dues, and Memberships \$ _____

Office Expense \$ _____

Supplies \$ _____

Professional Dues \$ _____

Rent \$ _____

Repairs and Maintenance \$ _____

Salaries \$ _____

Travel \$ _____

Telephone and Utilities \$ _____

VEHICLE EXPENSES:

Year, Make and Model _____

Kilometers Driven for Business _____ KMs

Total Kilometers Driven _____ KMs

If Leased, Date Lease began? _____

Purchase/Sale Price \$ _____

Gas \$ _____

Insurance \$ _____

Repairs & Maintenance \$ _____

Interest on Auto Loans \$ _____

Leasing costs \$ _____

HOME OFFICE:

Square footage of office _____ SQ FT

Square footage of home _____ SQ FT

Heat / Electricity \$ _____

Maintenance \$ _____

Mortgage interest \$ _____

Property Taxes \$ _____

Is your business registered for GST? YES NO If yes, what is your GST number?

Is GST included in the above amounts? YES NO



EMPLOYMENT EXPENSES / COMMISSIONED EMPLOYEE EXPENSES (ONLY IF A T2200 IS PROVIDED AND EXPENSE DEDUCTIONS ARE DEPENDANT ON THE CONDITIONS OF EMPLOYMENT SO NOT ALL MAY BE APPLICABLE)

Travel \$ _____
 Parking \$ _____
 Office Supplies \$ _____
 Telephone \$ _____
 Office Rent \$ _____

Vehicle Expenses (If Applicable):

Year and Make & Model _____
 Purchase/Sale Price \$ _____
 Date of Purchase/Sale _____
 If leased, Date Lease began? _____
 KMs driven for business purpose _____ KMs
 Total KMs driving in the year _____ KMs
 Fuel \$ _____
 Repairs & Maintenance \$ _____
 Insurance \$ _____
 Licensing & Registration Fees \$ _____
 Loan Interest \$ _____
 Lease payments \$ _____
 Car Washes \$ _____
 Parking \$ _____

For Commission Employees only:

Accounting & Legal Fees \$ _____
 Advertising & Promotion \$ _____
 Meals and Entertainment \$ _____
 Rental of Office Equipment \$ _____
 Training \$ _____

HOME OFFICE:

Square footage of office _____ SQ FT
 Square footage of home _____ SQ FT
 Heat / Electricity \$ _____
 Maintenance \$ _____
 Property Taxes (commission employee) \$ _____
 Home insurance (commission employee) \$ _____

Do you qualify for the GST Employer rebate? YES NO If yes, what is your employer's GST number?