



**Real Estate Rental - Worksheet**

Please provide us with the following information to prepare your tax return:

- Purchase or sale documents if rental property was bought or sold during the year

Note: Please separate expenses that relate only to the rental unit from those that relate to the entire property if the property has a personal use portion.

Use the following information to summarize your rental income and expenses:

General information

Address of rental property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Co-owners:

<u>Name</u>	<u>SIN</u>	<u>Percentage share of net</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date rental commenced/ceased (if during the year) \_\_\_\_\_

Is the rental part of your personal residence or is there a portion of the property used by you personally?      Yes                      No

If Yes above, Total square footage of home \_\_\_\_\_ sq. ft.

Portion related to rental \_\_\_\_\_ sq. ft.

Percentage for rental use (portion / total) \_\_\_\_\_ %

Income

Gross rents received \_\_\_\_\_

Other related income \_\_\_\_\_

**Total rental income** \_\_\_\_\_

Expenses

Use Whole Property column if property is 100% rental; use both columns if property also has a personal-use portion.

	<u>Whole Property</u>	<u>Rental Only</u>
Advertising	_____	_____
Insurance	_____	_____
Interest	_____	_____



<u>Expenses</u> (continued...)	<u>Whole Property</u>	<u>Rental Only</u>
Office expenses	_____	_____
Legal, accounting, other professional fees	_____	_____
Management/strata and administration fees	_____	_____
Maintenance and repairs	_____	_____
Salaries, wages and benefits (employer's contributions)	_____	_____
Property taxes	_____	_____
Travel	_____	_____
Utilities	_____	_____
Other expenses (specify)	_____	_____
<b>Total expenses</b>	_____	_____

**Other deductions:**

Renovations, improvements, appliances, furniture additions and/or disposals.

(Specify)

_____	_____
_____	_____
_____	_____

Please provide the purchase/sale documents with your tax package for any renovations or asset additions and/or disposals, including all documents related to the sale of the rental property if sold during the year.