



*If there are multiple rental properties, please use a separate worksheet for each property.*

<b>Tax year</b>	
<b>Name</b>	
<b>Co-owner (if applicable)</b>	
<b>% of co-ownership</b>	
<b>Address of property</b>	
<b>Number of units</b>	

If you rent a portion of your own home, please provide the area used for the rental unit:

**Percentage of home used for rental** \_\_\_\_\_ **OR** **square footage of whole home:** \_\_\_\_\_  
 \_\_\_\_\_ % **square footage of rental area:** \_\_\_\_\_

Are you an Airbnb host? Yes  No

Indicate if the rental began or ended during the year: **Began**  **Ended**  **Date(mm/dd/yyyy):** \_\_\_\_\_

Did you sell your property or refinance: Yes  No  **Date(mm/dd/yyyy):** \_\_\_\_\_

*If yes, provide purchase and/or selling information.*

<b><u>RENTAL INCOME (annual)</u></b>	\$
<b><u>RENTAL EXPENSE</u></b>	<b><u>TOTAL COST (annual)</u></b>
Advertising	\$
Insurance	\$
Interest	\$
Office expenses	\$
Legal & accounting	\$
Management & admin fees	\$
Maintenance & repair	\$
Salaries & benefits	\$
Property taxes	\$
Travel	\$
Utilities	\$
	\$
	\$
Other:	\$
	\$
	\$

## Rental Property Worksheet

**PURCHASES** (over \$500 each otherwise include in “Other” under Rental Expense):

*May include items such as appliances, furniture, repairs, and additions/improvements to property.*

	Description	Date purchased (mm/dd/yyyy)	Cost (HST included)
Item #1			\$
Item #2			\$
Item #3			\$
Item #4			\$

**VEHICLE EXPENSES**

*You may be able to claim vehicle expenses if you own two or more rental properties and you collect rent, provide management or perform/supervise maintenance.*

During the year did you begin using a vehicle for rental income purposes?

Yes  No

Did you purchase/lease a vehicle which is used for rental income purposes?

Purchase Yes  No  Lease Yes  No

Did you sell/trade a vehicle that was used for rental income purposes?

Yes  No

Provide applicable details below:

VEHICLE: year, make & model	Date put into use (mm/dd/yyyy)	Date purchased or leased (mm/dd/yyyy)	Date sold or traded (mm/dd/yyyy)	Amount paid or received
				\$
				\$

Number of Kilometres driven for business purposes: \_\_\_\_\_

Number of Kilometres driven in taxation year (in total): \_\_\_\_\_

Vehicle Expense	Total annual cost (HST included)
Fuel	\$
Interest paid	\$
Insurance	\$
License & registration	\$
Repair & maintenance	\$
Lease payments	\$
Parking fees (business only)	\$

**Other Information**

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