****

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

|  |  |
| --- | --- |
| Tax year |  |
| Name |  |
| Co-owner (if applicable) |  |
| % of co-ownership |  |
| Address of property |  |
| Number of units |  |

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** Are you an HST registrant? **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): \_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| RENTAL INCOME (annual) | $ |
|  |  |
| RENTAL EXPENSE | **TOTAL COST (annual)** |
|  |  |
| Advertising | $ |
| Insurance | $ |
| Mortgage interest (not principle) | $ |
| Office expenses | $ |
| Legal or accounting fees | $ |
| Tax preparation fees for previous tax year | $ |
| Management & admin fees | $ |
| Maintenance & repair | $ |
| Salaries & benefits | $ |
| Property taxes | $ |
| Travel | $ |
| Utilities: | $ |
|  | $ |
|  | $ |
| Other: | $ |
|  | $ |
|  | $ |

**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** **Lease**

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 rental 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**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_