**A close up of a sign

Description automatically generated**

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

|  |  |
| --- | --- |
| Tax year |  |
| Name |  |
| Address of property |  |
| Co-owner (if applicable) |  |
| % of co-ownership |  |
| 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  NoAre 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) | $ |
| Bank charges | $ |
| Office expenses | $ |
| Legal or accounting fees | $ |
| Tax preparation fees | $ |
| Management & administration fees | $ |
| Maintenance & repair | $ |
| Property taxes | $ |
| Utilities: | $ |
|  | $ |
|  | $ |
| Other: | $ |
|  | $ |
|  | $ |

**PURCHASES**

May include items such as appliances, furniture, repairs, and additions/improvements to property over $500 each. Otherwise include in “Other” under Rental Expense.

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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.*

|  |  |
| --- | --- |
| Vehicle: year, make & model: |  |
| Date purchased: | subtotal $ HST $ Total $ |
| Date leased: | subtotal $ HST $ Total $ |
| Date put into use for rental income: |  |
| Date sold: | subtotal $ HST $ Total $ |
| Date taken out of use for rental income: |  |
| Total kilometres for year: | Kilometres for rental-use only: |

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle Expenses: | Subtotal | HST | Total |
| Fuel | $ | $ | $ |
| Maintenance & repair | $ | $ | $ |
| Insurance | $ | $ | $ |
| License & registration | $ | $ | $ |
| Interest paid | $ | $ | $ |
| Lease payments | $ | $ | $ |
| Parking fees (rental-use only) | $ | $ | $ |
| Other: |  |  |  |

**Other Information**

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