



REAL ESTATE RENTALS INCOME/EXPENSE CHECKLIST

Identification

Name _____
For the period from (dd/mm/yy) _____ to _____
Partnership filer identification number _____ Tax shelter identification number _____
Your % of ownership _____ Final year of rental operation ? Yes No
Co-owners/partners name _____ and % of ownership _____

Income

Property Address _____
City _____ Province _____ Postal code _____
Gross rent income _____
Other related income _____

Expenses

Personal use percentage _____ %	Total Expenses
Advertising	_____
Insurance	_____
Interest	_____
Office expenses	_____
Legal, accounting and other professional fees	_____
Management & administration fees	_____
Maintenance & repairs	_____
Salaries, wages and benefits (with employer's contributions)	_____
Property taxes	_____
Travel	_____
Utilities	_____
Motor vehicle expenses (see p.2)	
Other expenses	
Total	_____

Note: Please attach purchase/sale agreement and statement of adjustments if the property is being purchased or sold during the year.
Claim for auto expenses only for out - of - town property held (See page 2)



AUTOMOTIVE EXPENSE CHECKLIST

Identification

Name _____

For the period from (dd/mm/yy) _____ to _____

Calculation of Allowable Motor Vehicle Expenses

Kilometres driven in taxation year to earn income

Total kilometres you drove in the taxation year

	Gross	HST	Net
Vehicle - year purchased - _____	_____	_____	_____
Fuel (gas, propane, oil, etc.)	_____	_____	_____
Maintenance and repairs	_____	_____	_____
Insurance	_____	_____	_____
Licensing and registration	_____	_____	_____
Interest -	_____	_____	_____
(amount borrowed - \$ _____ rate _____ %)	_____	_____	_____
Leasing costs	_____	_____	_____
Other expenses _____	_____	_____	_____
Other expenses _____	_____	_____	_____
Less: total rebates, allowances & repayments you received that are not included in income	_____	_____	_____

Note: Please attach any purchases, sale, financing or lease agreements if signed during the year