

RENTAL PROPERTY WORKSHEET

TAX YEAR: _____

NAME: _____

PLEASE COMPLETE THIS PAGE FOR EACH RENTAL PROPERTY

Rental Property Description

Rental Property Address _____
Percentage of Ownership _____
Co-owners (if applicable) _____
(provide name, address and percentage of ownership)
Change-of-use of property during year? _____
(primary residence vs rental, commercial vs residential)
Purchase or Sale of Property _____
(provide statement of adjustments, mortgage/finance documents)
Building Additions or Improvements _____
(provide details)

Rental Property Income

Personal Use Percentage, if any _____
Number of Rental Units _____
Gross Rents _____
Other Income _____

Rental Property Expenses

Advertising _____
Insurance _____
Interest/Borrowing Charges _____
Stationery and Supplies _____
Accounting and Legal Fees _____
Management, Condo or Strata Fees _____
Maintenance, Landscaping and Repairs _____
Salaries and Benefits *(including CPP and EI paid)* _____
Property Taxes _____
Travel Expenses *(some limitations apply)* _____
Utilities *(not paid by tenant)* _____
Other Expenses *(please describe)* _____



PLEASE COMPLETE THIS PAGE FOR EACH VEHICLE USED

Automobile Expenses (some limitations apply)

PLEASE DESCRIBE WHEN AND WHY THE VEHICLE IS USED IN RELATION TO THE RENTAL PROPERTY

Additions or Disposals of Vehicles	_____
<i>(provide purchase agreements, sales proceeds and dates)</i>	
Make, Model and Model Year	_____
Zero Emission Electric or Plug-in Hybrid	_____
Owned or Leased	_____
<i>(provide cost of vehicle or lease agreement)</i>	
Interest on Loan or Lease Costs per Month	_____
Car Insurance	_____
Fuel Expenses	_____
Licence and Registration Fees	_____
Maintenance and Repairs	_____
Parking and Tolls	_____

Vehicle Mileage

PLEASE NOTE THAT IF VEHICLE EXPENSES ARE REVIEWED BY CRA, YOUR VEHICLE MILEAGE LOG WILL BE REQUIRED

Odometer Reading at Beginning of Year	_____
Odometer Reading at End of Year	_____
Total Kilometers for Year	_____
Business Kilometers Driven	_____
<i>(retain vehicle mileage log to support claim)</i>	

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

[Completing Form T776, Statement of Real Estate Rentals](#)

[Income](#)

[Rental expenses you can deduct](#)

[Motor vehicle expenses](#)

[Keeping records](#)

[Guide: T4036 Rental Income](#)

[Other CRA Publications and Guides for Taxpayers](#)

And the Koroll & Company website is a great resource for tax information! www.koroll.ca