

RENTAL PROPERTY CHECKLIST

For the year ending December 31, 2_____

Owner(s) _____ % ownership
_____ % ownership

Property Address _____
City, Province _____
Postal Code _____

Purchase Price of Property \$_____ House \$_____ Land
If changed from personal use to rental use : Value at time of usage change \$_____

Rental Income \$_____

Personal Usage %

Rental Expenses

Advertising \$_____ _____
Insurance _____ _____
Mortgage Interest _____ _____
Management & Administration Fees _____ _____
Office Expenses _____ _____
Legal _____ _____
Accounting _____ _____
Professional Fees _____ _____
Property Taxes _____ _____
Salaries, Wages and Benefits _____ _____
Travel (airfare/hotels) _____ _____
Utilities _____ _____
Condo Fees _____ _____
Bank Charges _____ _____
Appraisal Fees _____ _____
Other _____ _____

Automobile - Same vehicle as last year? YES or NO (circle one)
Total KM used in year _____ KM travelled to earn income _____

Leased Vehicle: Lease payments/month _____
Lease commencement date _____ Mfr. list price (if new) _____

Purchased vehicle: Purchase date _____
Manufacturers list price (if new) _____ Interest paid/year (if financed) _____

Please provide the total yearly costs for the following auto expenses:
Insurance _____ Licence/Registration _____
Maintenance/Repairs _____ Fuel and Oil _____

Capital Expenditures (ie. Appliances, etc.) Purchased in the current year (list)

_____ \$ _____
_____ \$ _____