



Date: ____/____/_____
DD/MM/YYYY

Address: _____

Name: _____

It will soon be time to prepare your ____ tax return. Providing complete and accurate information will allow us to prepare your tax return timely and efficiently. With this in mind, we have attached a checklist and questionnaire to assist you gathering the required items.

YOUR STATEMENT OF REAL ESTATE RENTALS

Please enter applicable amounts below and note any questions.

Complete a checklist for each rental property.

DO NOT COMBINE PROPERTIES.

Please provide copy of purchase or sale agreement as applicable.

Your Name: _____

Fiscal Period From: ____/____/____ To: ____/____/____
DD / MM / YYYY DD / MM / YYYY

Was this the final year of your rental operation?: ____ Y/N

Address of property: _____

Business GST/HST registration #: _____ RT _____



Income

_____ Number of units

\$_____ Gross Rent

Expense

_____ Advertising and Promotion (business cards, samples, flyers, awards, media)

_____ Insurance, including mortgage insurance

_____ Interest, mortgage or line of credit (do not include principle repayments)

_____ Office expenses

_____ Legal, accounting, and other professional fees

_____ Management and administration fees, property management fees

_____ Maintenance and repairs, provide a detailed list; some costs may be capital

_____ Property taxes

_____ Travel (taxi, bus, per Km reimbursement)

_____ Utilities (Heat, Hydro, water heater rental, propane, firewood, Internet, telephone)

Motor Vehicle Expenses (if multiple rental units are owned)

_____ Motor Vehicle - Make

_____ Motor Vehicle - Model

_____ YYYY Motor Vehicle - Year

___ / ___ / ____
DD/MM/YYYY Motor Vehicle - Date acquired (provide purchase agreement)

_____ Km Motor Vehicle - Total Km driven in tax year

_____ Km Motor Vehicle - Business Use Km
(For each business trip, keep a log listing the following: date, destination, purpose, number of kilometres.)

_____ Km Motor Vehicle - Personal Use Km

_____ Motor Vehicle - Employer reimbursements for personal vehicle use

_____ Motor Vehicle - Fuel



_____. Motor Vehicle - Maintenance & repairs, (oil changes, car washes, etc.)
_____. Motor Vehicle - Insurance / Roadside Assistance
_____. Motor Vehicle - License & Registration
_____. Motor Vehicle - Interest on vehicle loan (provide loan agreement)
_____. Motor Vehicle - Leasing costs (provide lease agreement)

Assets Purchased

_____. Appliances
_____. Furniture
_____. Land
_____. Building

Signature: _____

Date: _____

Signing date DD/MM/YYYY

Please return completed form to:

Debbie Sitzer Professional Corporation, 9 - 250 Bayview Drive, Barrie, ON L4N 4Y8

Or send securely through our encrypted file transfer service, [e-Courier](#).