

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.

Please schedule a meeting if you are seeking guidance on the below subjects, we are available to discuss to ensure you have the clarity and strategies you need.

- Navigating short term rental compliance requirements
- Evaluating principal residence election options
- Understanding capital gains implications when planning a sale

#### **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** \_\_\_\_\_

If a property used as a short-term rental is sold, HST must be applied to the sale price.

Additionally, if the property operates as a short-term rental, HST must be charged on rental income if total sales exceed \$30 000 in any rolling quarter.

**Income**

\_\_\_\_\_ Number of units  
\$ \_\_\_\_\_ Gross Rent – Nature of rent?  Long Term Residential  
 Short Term Residential  
 Vacation

**Expense** – Please note that expenses are denied by CRA if you do not comply with local by-laws

\_\_\_\_\_ 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  
\_\_\_ / \_\_\_ / \_\_\_ Motor Vehicle - Date acquired (provide purchase agreement)  
DD/MM/YYYY

\_\_\_\_\_ 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 - Interest on vehicle loan (provide loan agreement)

\_\_\_\_\_ . \_\_\_\_\_      Motor Vehicle - Leasing costs (provide lease agreement)

**Assets Purchased**

**Assets Sold**

_____ . _____	Appliances	_____ . _____	Appliance
_____ . _____	Furniture	_____ . _____	Furniture
_____ . _____	Land	_____ . _____	Land
_____ . _____	Building	_____ . _____	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](#).