

RENTAL WORKSHEET

For additional information, please see the links provided on page 2

Identification

Taxpayer 1		Taxpayer 2	
Tax year			
Are you an HST Registrant? Y: <input type="checkbox"/> N: <input type="checkbox"/> If yes, HST #: <input type="text"/> <i>HST only applies to the rent of a commercial property, not to residential real estate. If this is a commercial property and you are an HST registrant, please provide numbers without GST/HST. If it is a residential property, please include HST in your numbers.</i>			

Addresses

Property 1	
Property 2	
Property 3	

Ownership

	Owner's Name	Interest	SIN	Address
Property 1	Taxpayer 1	<input type="text"/> %		
	Taxpayer 2	<input type="text"/> %		
		<input type="text"/> %		
Property 2	Taxpayer 1	<input type="text"/> %		
	Taxpayer 2	<input type="text"/> %		
		<input type="text"/> %		
Property 3	Taxpayer 1	<input type="text"/> %		
	Taxpayer 2	<input type="text"/> %		
		<input type="text"/> %		

General Information

General Information	Property 1	Property 2	Property 3
How many units does this property have?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the tenant related to you?	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>
Did you buy this property this year?	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>
Did you sell this property this year? If yes, please provide legal documents.	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>
Is this property also your principal residence? If yes, what percentage is used personally?	Y: <input type="checkbox"/> N: <input type="checkbox"/> <input type="text"/> %	Y: <input type="checkbox"/> N: <input type="checkbox"/> <input type="text"/> %	Y: <input type="checkbox"/> N: <input type="checkbox"/> <input type="text"/> %
Have you ever lived in this property?	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>
Might you ever live in this property?	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>
Is this an Airbnb, or other short-term rental?	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>	Y: <input type="checkbox"/> N: <input type="checkbox"/>

Income and Expenses	Property 1	Property 2	Property 3
Currency: (<i>\$CDN, \$USD, or Other</i>)			
Rental Income: (<i>full year, all units</i>)			
Expenses:			
Advertising			
Insurance			
Interest and bank charges			
Office expenses			
Professional fees (<i>legal/accounting</i>)			
Management & administration fees			
Repairs & maintenance (<i>rental unit only</i>)			
Repairs & maintenance (<i>shared space</i>)			
Salaries, wages & benefits			
Property taxes			
Vehicle (<i>please complete Vehicle Worksheet</i>)	See Worksheet	See Worksheet	See Worksheet
Travel			
Utilities			
Condo fees			
Other:			
Other:			

Capital Purchases (*please provide details/purchase invoices*)

Building improvements/renovations			
Furniture & appliances			
Parking lot improvements			
Other:			
Other:			
Other:			
Other:			

Notes to the Tax Team

For more Information

[CRA Guide to Rental Income and Expenses](#)

[CRA Guide to Rental Expenses you can Deduct](#)

[What is the difference between an Expense and a Capital Purchase?](#)

[When can I deduct motor vehicle expenses for a rental property?](#)