

Rental Property Checklist

Taxation Year _____

To assist in the preparation of your Personal Income Tax Return, please complete one form for each rental property and attach all the supporting documentation. In the event of an audit, the onus of proof is on the taxpayer; unsupported claims may be denied.

Personal Information

Name (Last, First)	SIN	Date of Birth	Ownership	%
Are you a Co-owner? (If yes, please provide all co-owner information)				
Co-owner (Last, First)	SIN	Date of Birth	Ownership	%
Co-owner (Last, First)	SIN	Date of Birth	Ownership	%

Property Information

Address	City	Province
Country (If not in Canada)		Postal Code

Is the property partially for personal use? (If not, state period available for rent on page 2)

If yes, please provide both sq. ft. for rental

As well as total sq. ft of building

Was there a change of use of the property during the year?

What was the date and reason behind the change of use?

Acquisitions/Dispositions

Is this the first/last year we file your rental income?

(If yes, please provide the information listed below. For first year filers, please also provide us with two pieces of ID, one of which needs to be government issued photo ID.)

- Statement of purchaser's/vendor's adjustments
- Legal fee
- Property assessment notice
- Previous years' T1 tax returns including CCA schedules (Section 216 returns for non-residents)

Capital Costs

Capital outlays are considered to be of a lasting nature; the full amount cannot be deducted in the year incurred. These costs include amounts for renovations and fixing up a unit for rental. Please provide invoices/receipts for the following if applicable, and keep these receipts indefinitely.

<input type="checkbox"/>	Renovations	\$
<input type="checkbox"/>	Appliances	\$
<input type="checkbox"/>	Capitalized interest	\$

Financing/Refinancing

<input type="checkbox"/>	Legal fees related to mortgage financing	\$
<input type="checkbox"/>	Mortgage agreement or renewals, appraisals, processing, insurance fees	\$
<input type="checkbox"/>	Other related documents	

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If you have a rental statement prepared by your management company/agent, please attach it into this checklist, and only enter additional expenses paid by you directly on this page. Otherwise, if there is no rental statement, please fill in all your information on this page. For non-residents, you will also need to attach your NR4 to this checklist.

Income

Rental period (yyyy/mm/dd) from _____ to _____
Gross rental income _____ \$

Expenses

Current expenses are deductible from rental income in the year incurred. (Provide statements/receipts by category)

Personal portion percent _____% or number of days for personal use _____

Advertising	\$
Insurance (please provide insurance policy)	\$
Interest (please provide annual mortgage statement)	\$
Office expenses	\$
Legal fee	\$
Accounting fee	\$
Other professional fee	\$
Management and administration fees	\$
Maintenance and repairs	\$
Property taxes (please provide annual property tax notice)	\$
Utilities (gas, hydro, sewer and cable)	\$
Travel (limited circumstances)	\$
Motor vehicles expenses (limited circumstances)	\$
Strata fees	\$
Leasing commission	\$
Others (please specify: _____)	\$

Generally you must keep your records for six years from the end of the taxation year to which they relate.