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Rental Income and Expenses

Property address:

New Rental (Y/N)

Number of Units:

Last Year Renting (Y/N)

I also live at this address. The renter uses _____ % of the space.

New rentals/clients: Please be advised that I will need more information than is listed here.

DO NOT SEND RECEIPTS UNLESS OTHERWISE SPECIFIED

	Description	Amount
1	Income from Rents	
2	Other Income	
3	Expenses:	
4	Advertising	
5	Insurance	
6	Mortgage Interest	
7	Office expenses/paper/postage/etc.	
8	Cost of last year's tax return	
9	Other accounting/bookkeeping fees	
10	Other legal fees	
11	Property management fees	
12	Condo / Strata Fees	
13	Maintenance and repairs ^{1,2}	
14	Property Taxes	
15	School Taxes	
16	Travel	
17	Hydro	
18	Water	
19	Gas	
20	Heat	
21	Vehicle expenses	
22	Other Expenses, including details of any	
23	Improvements	
24		

1: Receipts are to be provided for maintenance and repairs expenses that exceed \$500.

2: If the rental property is in Quebec, please contact us for additional requirements.