



Real Estate Rental Checklist

Complete one form for **each rental property**. All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

Rental Property Details

Number of Units				
Address	Street			
	City			
	Province		Postal Code	
Ownership	<input type="checkbox"/> 100% owned <input type="checkbox"/> Partnership <input type="checkbox"/> Joint venture co-owner			
Owner 1	Name		% Owned	
Owner 2	Name		% Owned	
Owner 3	Name		% Owned	

	Amount incl. GST/HST ¹ (Business and personal use portion)
Income	
Total rent money received	
Non-refundable deposits for rent-to-own properties	
Other income – e.g. interest, laundry:	
Expenses	
Person Portion %²	
Advertising- e.g. ads, flyers, gifts, promotion ³	

¹If the property is GST/HST registered and you can claim input tax credits (typically this applicable to commercial properties where the business is a tenants).

² Typically only applicable where a portion of your personal residence is rented. For example, 30% of your house (base ment) may be rented so you would record 70% as personal use.



	Amount incl. GST/HST¹ (Business and personal use portion)
Education (courses, learning materials, books, manuals)	
Condo fees	
Inspection fees	
Insurance	
Interest ⁴	
Management and administration fees (property manager)	
Automobile expense (attach Automobile Expense Checklist)	
Office expenses – credit bureau, postage, stationery	
Property taxes	
Professional fees – accounting and legal fees	
Repairs and maintenance	
Sub-contractors	
Landscaping/ snowremoval	
Repairs to appliances	
Other repairs and maintenance	
Total repairs and maintenance	
Salaries and wages- including for family members ⁵	
Superintendent	
Telecommunication – related to rental ⁶	
Travel (lodgings, cab fares, planes, bus)	
Utilities (heat, hydro, water and sewer for rental properties)	
Refinancing fees ⁷ (Date refinanced: _____)	

³ Meals and entertainment included in total is only 50% deductible.

⁴ May include mortgage interest, line of credit tied to operating the rental property and bank charges. Include amortization schedule or interest statement, if possible.

⁵ Include copies of T4 slips and a T4 Summary related to the wages.

⁶ This includes long distance charges, cell phone or internet needed for identifying properties, dealing with tenants, suppliers, etc.



	Amount incl. GST/HST ¹ (Business and personal use portion)
Other expenses (please describe):	
Capital Items (e.g. stove, fridge, furniture, fixtures)	
New Property ⁸	
Date of purchase: _____	
Purchase price of rental property	
Legal fees and disbursements	
Appraisal fees	
Land transfer taxes	
Financing fees	
Sold Property	
Date of sale: _____	
Sale price	
Real estate costs and commissions	
Legal fees and disbursements	

⁷ If you refinance the property during the year, enter the amount of fees you paid (e.g. legal, brokerage, CMHC, etc.) and the date of the refinancing.

⁸ include a copy of financial package provided by lawyer, which include legal documentation describing the Transaction, statement of adjustments and trust ledger statement.