

## Real Estate Rental Activities

### One form per rental property

#### Identification

Tax year	
Client name	
Client SIN	
Last year of ownership? Y/N	
Percentage of ownership	
Co-Owner name	
Co-Owner address	
Co-Owner SIN:	

#### Property Details

Address of property	
City / Postal Code	
# units rented	
Gross Rent	

#### Expenses

Personal Portion / Percentage of below expenses	
Advertising	
Insurance	
Mortgage Interest	
Office Expenses	
Legal, accounting and other professional fees	
Management and administration fees	
Repairs and maintenance	
Property Taxes	
Travel (accommodation, airfare, train fees, rental car fees)	
Utilities	
Other expenses (Specify description and amounts below) – NOTE: Any individual items over \$200 must be itemized in the CCA / Fixed asset area on next page.	

**CCA / Fixed assets acquired and disposed of. (All depreciable property over \$200 in value Including appliances, upgrades to the home, business furniture, office equipment etc.)**

Date Purchased / Disposed of	Description	Cost	Percentage used for business

**If you own 2 or more separate rental properties, please also complete the home office and motor vehicle expenses below. Only required on one of the sheets.**

### Home Office Expenses

Total # rooms / Square feet of home

Total # rooms / Square feet in office space

Electricity

Gas

Home insurance

Maintenance

Mortgage interest

Property Taxes

Rent

Home Phone

Internet

Water

Other expenses (Specify description and amounts below)


### Motor Vehicle Expenses

Year, Make Model of vehicle	<input type="text"/>
Total km driven in year	<input type="text"/>
Total km driven in year to earn real estate income	<input type="text"/>
Fuel (gas/oil)	<input type="text"/>
Insurance	<input type="text"/>
License and registration	<input type="text"/>
Maintenance and repairs	<input type="text"/>
Business parking	<input type="text"/>
407 ETR	<input type="text"/>
<b>Complete applicable below if vehicle financed or leased</b>	
Date payments began	<input type="text"/>
Date payments stopped	<input type="text"/>
Interest paid (only if financed)	<input type="text"/>
Lease payments (only if leased)	<input type="text"/>
Total lease payments deducted before this fiscal period for the vehicle	<input type="text"/>
Manufacturer's list price new (only if leased)	<input type="text"/>
Purchase price (only if financed)	<input type="text"/>

**NOTE: This statement of Real Estate Rental Activities MUST be signed and dated below in order to be accepted for use.**

I hereby declare that the above amounts are accurate. I understand that in the event of any further re-assessment or audit that I am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. Cloud Bookkeeping Services is processing my return based only on the figures I have provided and is not responsible for any costs or implications arising from any items that may be disallowed upon any such audit or review. Note: This is not an official Canada Revenue Agency form and should not be filed with your tax return. This form is for use by Cloud Bookkeeping Services only in the preparation of your return.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form with the rest of your tax information to us by either fax, email or mail to the information below.