

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

Only if you own 2 or more separate rental properties, may you complete the home office expenses below.

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)	

Only if you own 2 or more separate rental properties, may you complete the motor vehicle expenses below.

Motor Vehicle Expenses

Year, Make Model of vehicle

Total km driven in year

Total km driven in year to earn real estate income

Fuel (gas/oil)

Insurance

License and registration

Maintenance and repairs

Business parking

407 ETR

Complete applicable below if vehicle financed or leased

Date payments began

Date payments stopped

Interest paid (only if financed)

Lease payments (only if leased)

Total lease payments deducted before this fiscal period for the vehicle

Manufacturer's list price new (only if leased)

Purchase price (only if financed)

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. Tanya Hilts 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 Tanya Hilts 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.