

2022 RENTAL PROPERTY SCHEDULE

This rental property checklist is to be used as a guide in order to organize your rental income and expenses for the calendar year. Based on your paid invoices and cancelled cheques, please record total amounts on this form. Please note that for Canada Revenue Agency audit purposes, receipts for all expenditures should be available and are the responsibility of the taxpayer.

Name of Taxpayer: _____ Ownership percentage _____ %

Address of Rental Property: _____

REVENUE

Enter total amounts

Gross rental income received or earned during calendar year

EXPENSES

Advertising expense

Insurance

Bank charges

Mortgage interest (please provide a copy of your 2022 mortgage statement)

Professional fees (legal and accounting)

Management and administration fees

Repairs and maintenance (attach invoices please)

Salaries, wages and benefits (including employer's contributions)

Property Taxes

Travel expense

Heat, hydro, water, hot water heater

Real estate commissions

Other (provide details) _____

Cost of additions or significant renovations during the year (provide details)

Furnishings purchased during the year for the property (provide details)

Percentage used for personal residence _____ %

Please advise us if you are registered to collect HST because of commercial rent being charged.