

# APPENDIX C

## RENTAL INCOME & EXPENSES

We recommend using the following schedule to submit your rental income and expenses to us. You are free to continue using your own method of reporting the amounts to us, but we highly recommend reviewing the schedule below to ensure you have included every applicable amount.

Please note that **we do not need receipts** for rental income and expenses, but please keep them for your records for 7 years.

If you purchased or sold the property in the year, provide a copy of the statement of adjustments and other details. If you converted your principal residence to a rental property, or converted a rental property to your principal residence, please contact us so that we can discuss the tax implications.

Please provide separate schedules if you have more than one rental property.

Street: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

% ownership: \_\_\_\_\_ % personal: \_\_\_\_\_

RENTAL INCOME & EXPENSES	TOTAL
<b>INCOME</b>	
<b>EXPENSES:</b>	
Advertising	
Insurance	
Interest	
Office expenses	
Legal, accounting, and other professional fees	
Management and administration fees	
Maintenance and repairs	
Salaries, wages, and benefits	
Property taxes	
Travel	
Utilities	
Motor vehicle expenses	
Other:	
Other:	
Capital asset additions (i.e. furniture, equipment):	
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