

# Rental Income Summary

If you have rental property, please complete the following form and return it to our office with your tax records.

Name: \_\_\_\_\_ % \_\_\_\_\_ Is rental part of  Y  N  
Name: \_\_\_\_\_ % \_\_\_\_\_ your residence?

Property Address: \_\_\_\_\_ Sq Ft

City: \_\_\_\_\_ Province: \_\_\_\_\_ Residence \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Rental \_\_\_\_\_

If not part of residence – personal use % \_\_\_\_\_

## Income:

Gross Rent (Number of Units \_\_\_\_\_) \_\_\_\_\_  
Other Income (Details \_\_\_\_\_) \_\_\_\_\_  
Total \_\_\_\_\_

## Expenses:

Advertising \_\_\_\_\_  
Insurance \_\_\_\_\_  
Interest – Mortgage \_\_\_\_\_  
Interest – Other (line of credit) \_\_\_\_\_  
Legal & Accounting Fees \_\_\_\_\_  
Office \_\_\_\_\_  
Management and administration fees \_\_\_\_\_  
Maintenance & Repairs\* \_\_\_\_\_  
Salaries, Wages & Benefits \_\_\_\_\_  
Property Taxes \_\_\_\_\_  
Utilities \_\_\_\_\_  
Strata Fees \_\_\_\_\_  
Total \_\_\_\_\_

\*Details of large expenses included in Maintenance & Repairs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase or Sale (if in the current tax year) provide copies of:

- Statement of Adjustments
- Mortgage / finance documents