



RENTAL PROPERTY WORKSHEET

- Use this form if you own a rental property for the purpose of residential rental income and expenses. If your rental income is for commercial purposes, this is NOT the correct form. If you collect HST on your rental income, this is NOT the correct form. Please contact A-1 Bookkeeping Services to be directed to the correct form to use.
- Use one form for each rental property. A rental property is defined as a building that has a separate address from any other.
- If this is not the first year for the property and A-1 Bookkeeping Services did not prepare your tax return last year, you must provide a copy of your previous year's tax return in order to determine the proper amount of depreciation, if any.

Property Address: _____

Number of units at the property: _____

Number of units used for personal use (units in which you do not collect rent): _____

Tax Year which these documents pertain to: _____

Number of months in the tax year in which you had rental units: _____

Rental Income

Unit 1: \$ _____

Unit 2: \$ _____

Unit 3: \$ _____

Unit 4: \$ _____

Unit 5: \$ _____

Unit 6: \$ _____

Unit 7: \$ _____

Unit 8: \$ _____

Expenses

Expenses below only have to do with the rental property address stated above. If there are units in which you do not rent out and used for personal use, do not prorate the expenses, use 100% value of each expense, A-1 Bookkeeping Services Inc will perform the prorated values for you.

Advertising: \$ _____

Insurance: \$ _____

Mortgage Interest: \$ _____

Management & Administrative Fees: \$ _____

Office Expenses: \$ _____

Legal, Accounting and other Professional Fees: \$ _____

Property Taxes: \$ _____

Hydro: \$ _____

Water & Sewerage: \$ _____

Phone: \$ _____

Internet: \$ _____

Comments:
