

**RENTAL PROPERTY WORKSHEET**

TAX YEAR: \_\_\_\_\_

NAME: \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE FOR EACH RENTAL PROPERTY**

**Rental Property Description**

Rental Property Address \_\_\_\_\_  
Percentage of Ownership \_\_\_\_\_  
Co-owners (if applicable) \_\_\_\_\_  
*(provide name, address and percentage of ownership)*  
Change-of-use of property during year? \_\_\_\_\_  
*(primary residence vs rental, commercial vs residential)*  
Purchase or Sale of Property \_\_\_\_\_  
*(provide statement of adjustments, mortgage/finance documents)*  
Building Additions or Improvements \_\_\_\_\_  
*(provide details)*

**Rental Property Income**

Personal Use Percentage, if any \_\_\_\_\_  
Number of Rental Units \_\_\_\_\_  
Gross Rents \_\_\_\_\_  
Other Income \_\_\_\_\_

**Rental Property Expenses**

Advertising \_\_\_\_\_  
Insurance \_\_\_\_\_  
Interest/Borrowing Charges \_\_\_\_\_  
Stationery and Supplies \_\_\_\_\_  
Accounting and Legal Fees \_\_\_\_\_  
Management, Condo or Strata Fees \_\_\_\_\_  
Maintenance, Landscaping and Repairs \_\_\_\_\_  
Salaries and Benefits *(including CPP and EI paid)* \_\_\_\_\_  
Property Taxes \_\_\_\_\_  
Travel Expenses *(some limitations apply)* \_\_\_\_\_  
Utilities *(not paid by tenant)* \_\_\_\_\_  
Other Expenses *(please describe)* \_\_\_\_\_



**PLEASE COMPLETE THIS PAGE FOR EACH VEHICLE USED**

**Automobile Expenses (some limitations apply)**

PLEASE DESCRIBE WHEN AND WHY THE VEHICLE IS USED IN RELATION TO THE RENTAL PROPERTY

Additions or Disposals of Vehicles	_____
<i>(provide purchase agreements, sales proceeds and dates)</i>	
Make, Model and Model Year	_____
Zero Emission Electric or Plug-in Hybrid	_____
Owned or Leased	_____
<i>(provide cost of vehicle or lease agreement)</i>	
Interest on Loan or Lease Costs per Month	_____
Car Insurance	_____
Fuel Expenses	_____
Licence and Registration Fees	_____
Maintenance and Repairs	_____
Parking and Tolls	_____

**Vehicle Mileage**

PLEASE NOTE THAT IF VEHICLE EXPENSES ARE REVIEWED BY CRA, YOUR VEHICLE MILEAGE LOG WILL BE REQUIRED

Odometer Reading at Beginning of Year	_____
Odometer Reading at End of Year	_____
Total Kilometers for Year	_____
Business Kilometers Driven	_____
<i>(retain vehicle mileage log to support claim)</i>	

FOR ADDITIONAL INFORMATION, THE CRA WEBSITE HAS INFORMATION ABOUT:

[Completing Form T776, Statement of Real Estate Rentals](#)

[Income](#)

[Rental expenses you can deduct](#)

[Motor vehicle expenses](#)

[Keeping records](#)

[Guide: T4036 Rental Income](#)

[Other CRA Publications and Guides for Taxpayers](#)

*And the Koroll & Company website is a great resource for tax information! [www.koroll.ca](http://www.koroll.ca)*