

RENTAL PROPERTY CHECKLIST

For the year ending December 31, 20____

Owner(s) _____ % ownership
_____ % ownership

Property Address _____

City, Province _____

If changed from personal use to rental use: Value at time of usage change \$ _____

Rental Income \$ _____ Personal Usage %

Rental Expenses

Advertising	\$ _____	_____
Insurance	_____	_____
Mortgage Interest	_____	_____
Management & Administration	_____	_____
Fees	_____	_____
Office Expenses	_____	_____
Legal	_____	_____
Accounting	_____	_____
Property Taxes	_____	_____
Travel (airfare/hotels)	_____	_____
Utilities	_____	_____
Condo Fees	_____	_____
Bank Charges	_____	_____
Appraisal Fees	_____	_____
Other _____	_____	_____

Automobile (you must have a mileage log for your vehicle use)

Total KMs driven related to rental property activities _____

Capital Expenditures (ie. Appliances, major renos, etc.) Purchased in the current year (list) (provide list on separate paper if necessary)

_____ \$ _____

_____ \$ _____



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