

Rental Activity Worksheet

Name of the tax filer

Property address

Year

Name of owner(s) and percentage(s)

Did the tax filer collect GST/HST? (Yes/No)

Rental period (e.g. a full year)

Revenue

Rental income

Other income, specify

Other income, specify

\$ _____

\$ _____

\$ _____

Expenses

Advertising and promotion

Commission

Utilities: Heat

\$ _____

\$ _____

\$ _____

Management/Condo fees

Mortgage interest

Utilities: Water

\$ _____

\$ _____

\$ _____

Professional fees

Insurance

Repairs & maintenance

\$ _____

\$ _____

\$ _____

Other expense (specify)

Other expense, specify

Other expense, specify

\$ _____

\$ _____

\$ _____

Please refer to the explanation below of each category on the form. For those who would like us to summarize the income and expense, please refer to the following table regarding the documents to submit..

Category	Example(s)	Document to Submit
Advertising		<ul style="list-style-type: none"> • Receipts from vendors
Commission	<ul style="list-style-type: none"> • Commission paid to real estate agent 	<ul style="list-style-type: none"> • Lease agreement • Invoice from real estate agent
Mortgage Interest	<ul style="list-style-type: none"> • Interest portion of the mortgage payment 	<ul style="list-style-type: none"> • Mortgage statement
Insurance		<ul style="list-style-type: none"> • Insurance policy
Management/Condo fees	<ul style="list-style-type: none"> • Condo fees or TMI; Amounts paid to a person or company to manage the property eg. collect rents, deal with tenants, find new tenants etc. 	<ul style="list-style-type: none"> • Report from management company
Professional fees	<ul style="list-style-type: none"> • Legal fees paid to prepare lease agreement • Legal fees paid to collect overdue rents • Accounting fees paid for bookkeeping services, assist with audit • Accounting fees paid for preparing tax returns and any related information returns 	<ul style="list-style-type: none"> • Invoice RE service rendered
Utilities	<ul style="list-style-type: none"> • Utilities (hydro, gas, water, cable, internet etc)paid if the rental arrangement specifies that the landlord pays for the utilities for the rental property 	<ul style="list-style-type: none"> • Monthly bills
Repairs & maintenance	<ul style="list-style-type: none"> • .Cost of labour and material for minor repairs or maintenance for the rental property 	<ul style="list-style-type: none"> • Bills and invoice RE service rendered