



RENTAL PROPERTY CHECKLIST

Small Business Accountants Ltd. requires this checklist to be filled out every year prior to commencing the preparation of your Tax Return. Please fill it out completely and return it to our office along with any forms required to process your tax return. **You are responsible to ensure that the information stated on this form is factually correct as we will use this form to file your tax returns.**

Please submit the Personal Tax Checklist along with this form. If you have not received this form, please call our office at (403) 257-6235. Your tax return will be charged the same rate as a 'Personal tax return with Business' as per our current fee schedule – if you are unsure of this cost, please contact our office.

Please call if you have any questions – we're here to help make your tax return simple and efficient.

Please fill out one for each property

For the year ending December 31, 2_____

Owner(s) _____ % ownership
_____ % ownership

Property Address _____

City, Province _____

Postal Code _____

Purchase Price of Property \$ _____ House \$ _____ Land _____

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

Rental Income \$ _____ **Personal Usage %** _____

Rental Expenses

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

Please include supporting documents for your Mortgage Interest



RENTAL PROPERTY CHECKLIST (cont.)

Automobile - Same vehicle as last year? YES or NO (circle one)
 Total KM used in year _____ KM travelled to earn income _____

Leased Vehicle: Lease payments/month _____
 Lease commencement date _____ Mfr. list price (if new) _____

Purchased vehicle: Purchase date _____
 Manufacturers list price (if new) _____ Interest paid/year (if financed) _____

Please provide the total yearly costs for the following auto expenses:
 Insurance _____ Licence/Registration _____
 Maintenance/Repairs _____ Fuel and Oil _____

CAPITAL ASSETS (ie. Appliances, etc.)(acquired during the current year)
 List all capital assets purchased this year (please note these amounts must not be listed above as expenses and must be over \$250.00)

Please include supporting documents.

_____ \$ _____
 _____ \$ _____

SIGNATURE _____ **DATED:** _____

Thank you!