Rental Property Tax Preparation Checklist

--- General Information ---

Address of your rental property\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a co-owner of this property? If so, what is the name and address of the co-owner, and the percentage of ownership? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your gross **annual rental income**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Rental Business Expenses ---

Advertisement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest (exclude principle) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office expense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal and accounting fees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management and administration fees\_\_\_\_\_

Maintenance and repairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salaries, wages, and benefits\_\_\_\_\_\_\_\_\_\_\_\_

Property taxes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Utilities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motor vehicle expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Capital Cost Allowance (Purchased this tax year) ---

Furnitures\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost value of the building\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renovation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

1. If you are a new client and have claimed Capital Cost Allowance (CCA) on your rental properties in previous years, please bring last year’s tax return so we can track the CCA amount accurately.
2. If you are renting part of your home, please provide the total expenses for your home, the total square footage of your home, and the square footage of the rental space.