

Appendix 5: Rental Activity Information

Your Name (Rental Property Owner) _____

Part 1: Owners' information (for new rentals only)

Address of the property _____

Other co-owners & partners:

Name of the partner #1 _____

Address _____

Percentage of ownership _____ %

Name of the partner #2 _____

Address _____

Percentage of ownership _____ %

Part 2: Annual Rental Summary (full amount; we'll prorate based on ownership %)

Rental Revenue _____

Rental Expenses:

Advertising _____

Bad debt _____

Insurance for rental property _____

Mortgage Interest (only interest, exclude principal portion) _____

Business licences, dues, memberships & subscriptions _____

Office supplies _____

Legal & accounting fees (excl. our fees) _____

Management / admin fees & casual labour _____

Repairs & maintenance (see details below) _____

Travel _____

Cell phone service charges _____

Property Tax _____

Other operating expenses (please list) _____

Part 3: Vehicle expense used for the rental businesses

Vehicle expenses can only be claimed in you have more than 1 rental business.

Make _____ Model _____ Year _____
 Total kilometers driven in the calendar year _____ KM
 Kilometres driven for rental business, included in the total kilometers _____ KM

Part 4: Capital assets purchased or improvements made during the year

Capital expenses provides a benefit that usually lasts for several years. For example, costs to buy or improve your property are capital expenses. Generally, you cannot deduct the full amount of these expenses in the year you incur them. Instead, you can deduct their cost over a period of several years as capital cost allowance (CCA). Capital expenses can include:

- the purchase price of rental property*
- legal fees and other costs connected with buying the property*
- the cost of furniture and equipment you are renting with the property*

	<u>Description of the capital asset</u>	<u>Amount</u>
Capital Asset #1	_____	_____
Capital Asset #2	_____	_____
Capital Asset #3	_____	_____
Capital Asset #4	_____	_____
Capital Asset #5	_____	_____
Capital Asset #6	_____	_____