

## 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	_____	_____