

# Rental Income Tax Preparation Checklist

If you have rental income from real estate or property, please use this checklist.



## General Information

- ✔ Address of your rental property.
- ✔ Rental period
- ✔ Do you have a co-owner of this property?  
If yes,
  - ✔ Name and address of the co-owner
  - ✔ Percentage of your partnership in the rental
  - ✔ Percentage of your spouse partnership in the rental
  - ✔ If this is an apartment building, how many units does it have
- ✔ Your gross rental income

## Rental Expenses

- ✔ Advertisement
- ✔ Insurance
- ✔ Interest on Mortgage
- ✔ Office expense
- ✔ Legal, accounting, Agent and other professional fee



- \*✓ Management and administration fees
- \*✓ Maintenance and repairs
- \*✓ Salaries, wages, and benefits
- \*✓ Property taxes
- \*✓ Travel
- \*✓ Utilities
- \*✓ Condo fees
- \*✓ Motor vehicle expenses
- \*✓ Other expenses (Specify)

## Capital Cost Allowance

- \*✓ Furniture
- \*✓ Cost value of the house price and the portion for building and land
- \*✓ Renovation
- \*✓ Others



+1 (819) 919-9679  
+1 (613) 400-9844



730 Buxton Crescent  
Ottawa, ON K1V 7H8



info@qualivests.ca  
www.qualivests.ca