**Rental Property Information:**

 Provide each rental property address in full including postal code

**Rental Income:**

 Provide copy of issued receipts to tenant or copy of each signed lease

 Indicate total annual income per property

 If rental income is from your primary residence, please provide the square footage and the

 rental portion square footage.

**Rental Expenses:**

 Mortgage interest Provide the annual mortgage statement from the mortgage lender/institution for each

 property

 Property Taxes Provide the final property tax billing from the municipality for each property

 Insurance Provide the premium statement for each property

 Utility costs Provide all monthly billings for Hydro, Gas, Water for each property

 Utility other Provide all monthly rental billings of water heaters, air conditioners etc., for each property

 Repairs & maintenance Provide invoices/receipts for all repairs & maintenance specific to each property

 Advertising Provide invoices/receipts for each property

 Professional fees Provide legal, accounting invoices/receipts for each property

 Capital purchases Provide invoices/receipts for each property

IF YOU ARE PROVIDING SUMMARIES OF EXPENSES, PLEASE ATTACH YOUR INVOICES/RECEIPTS TO SUPPORT YOUR SUMMARY