

Rental Income Tax Checklist

Please use this checklist to gather everything we need to prepare the rental portion of your return. Tick each item as you collect it.

Rental Property Information

- ☐ Provide each rental property address in full, including postal code

Rental Income

- ☐ Provide a copy of issued receipts to the tenant, or a copy of each signed lease
- ☐ Indicate the total annual income per property
- ☐ If rental income is from your primary residence, provide the square footage of the home and the rental portion square footage

Rental Expenses

- ☐ **Mortgage interest** – the annual mortgage statement from the lender/institution for each property
- ☐ **Property taxes** – the final property tax billing from the municipality for each property
- ☐ **Insurance** – the premium statement for each property
- ☐ **Utility costs** – all monthly billings for hydro, gas and water for each property
- ☐ **Utility other** – all monthly rental billings for water heaters, air conditioners, etc., for each property
- ☐ **Repairs & maintenance** – invoices/receipts for all repairs & maintenance specific to each property
- ☐ **Advertising** – invoices/receipts for each property
- ☐ **Professional fees** – legal and accounting invoices/receipts for each property
- ☐ **Capital purchases** – invoices/receipts for each property

Supporting your summaries

If you are providing summaries of expenses, please attach your invoices and receipts to support your summary.