LAKE COUNTRY
Accounting & Tax

55 Nottawasaga Street
Orillia, ON, L3V 3J5
Tel: 705-326-4125
www.lakecountryaccounting.ca

RENTAL PROPERTY CHECKLIST

All information provided on this form should be supported with receipts which you should keep in the event of an audit. If you have any questions, please contact my office.

Complete Address of Rental Property:

_____

Street Name and Number | City | Province | Postal Code

Number of Units _____

Property Ownership:

☐ 100% ☐ Co-owner ☐ Partnership ☐ Joint venture co-owner

Names of Owners and percentage of property ownership:

_____ ____% _____ ____%

_____ ____% _____ ____%

Is this a new property purchased this year? ☐ Yes ☐ No

Was this property sold in the year? ☐ Yes ☐ No

Is this property being rented for commercial purposes? (Business rental) ☐ Yes ☐ No

Are you registered for GST/HST? ☐ Yes ☐ No

Income	Amount (including GST/HST)
Rental Income	$
Other Income (interest, parking, laundry etc)	$

Expenses	Amount (Including GST/HST)
Personal use of space (%) [1]	$
Advertising (ads, gifts, flyers)	$
Insurance	$
Condo Fees	$

[1] Applicable when a portion of personal residence is rented. For Example, if you rent out your basement (30% of your home) then 70% would be for personal use.

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Interest	$
Expenses (Continued)	Amount (Including GST/HST)
Education (courses, books, etc.)	$
Inspection Fees	$
Office and Stationery	$
Legal, Accounting and Professional Fees	$
Property Taxes	$
Repairs and Maintenance (landscaping, snow removal, sub-contractors, etc.)	$
Property Management Fees	$
Salaries and wages	$
Telecommunications – rental related	$
Travel	$
Vehicle Expense	$
Utilities	$
Superintendent	$
Other Expenses	$
Capital Items (i.e. appliances, computer, fixtures)	$

If property purchased in year. Please provide copy of statement of adjustment and trust ledger statement	
Date of Purchase	
Purchase Amount	$
Legal Fees and Disbursements	$
Land Transfer Taxes (if applicable)	$
Appraisal (if applicable)	$
Inspection (if applicable)	$
Finders and other fees (if applicable)	$

If property sold in year. Please provide copy of statement of adjustment and trust ledger statement from sale	
Date of Sale	
Sale Amount	$
Legal Fees and Disbursements	$
Real Estate Broker Fees (if applicable)	$
Finders and other fees (if applicable)	$