



RENTAL INCOME

Year: _____

Please send one upload of all documents below to our secure link on our website.

Name	Date
Address of Rental	
CO-OWNERS	
Name	Ownership %
Address	
Name	Ownership %
Address	
Name	Ownership %
Address	

CAPITAL IMPROVEMENTS, RENOVATIONS, AND PURCHASE OF EQUIPMENT DESCRIPTION	AMOUNT

INCOME	
Gross Rents Received	
Other Income	
TOTAL RENTAL INCOME	



	TOTAL EXPENSES (to be prorated)	RENTAL EXPENSES ONLY
Advertising		
Insurance		
Interest and Bank Charges (includes mortgage interest)		
Office Expenses		
Professional Fees (includes legal and accounting fees)		
Management Fees and Strata Fees		
Repairs and Maintenance		
Salaries, Wages and Benefits		
Property Tax		
Travel		
Utilities		
Vehicle Expenses (from worksheet)		
Other		
Other		
Other		
Other		
TOTAL	(C)	(C2)

PERCENTAGE OF RENTAL

Square Footage of Rental Unit (A)		
Square Footage of Entire House (B)		
PERCENTAGE	(A / B) = (D)	
TOTAL RENTAL EXPENSES	(C x D) + (C2)	
NET RENTAL EXPENSES (Rental Income - Rental Expenses)		



MOTOR VEHICLE EXPENSE:

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Name		Date	
Purchase Price of Vehicle		Make	
Date Acquired (YYYY/MM/DD)		Model	
		Year	

	TOTAL FOR THE YEAR		TOTAL FOR THE YEAR
Fuel		Interest on Vehicle Loan	
Maintenance and Repairs		Leasing Costs	
Insurance		Other	
License and Registration		TOTAL	(D)

Kilometers Driven for Business		(A)
Total Kilometers Driven in the Year		(B)
Business Use Percentage		$A / B \times 100\% = C$

Business Use of Vehicle Claim		$D \times C = E$
Parking		F
TOTAL MOTOR VEHICLE EXPENSES		E + F

Note: If you have more than one motor vehicle for business purposes, calculate each vehicle's expenses separately.