

Rental Income Tax Preparation Checklist

--- General Information ---

- ☐ Address of your rental property_____
- ☐ Rental period_____
- ☐ Do you have a co-owner of this property? If yes, what is the name and address of the co-owner, and the percentage of ownership? _____
- ☐ Your gross rental income_____

--- Rental Business Expenses ---

- ☐ Advertisement_____
- ☐ Insurance_____
- ☐ Interest_____
- ☐ Office expense_____
- ☐ Legal and accounting fees_____
- ☐ Management and administration fees_____
- ☐ Maintenance and repairs_____
- ☐ Salaries, wages, and benefits_____
- ☐ Property taxes_____
- ☐ Travel_____
- ☐ Utilities_____
- ☐ Motor vehicle expenses_____
- ☐ Other expenses_____

--- Capital Cost Allowance ---

- ☐ Furniture_____
- ☐ Cost value of the building_____
- ☐ Renovation_____
- ☐ Others_____