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## 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 \_\_\_\_\_
- Year Purchased \_\_\_\_\_

### 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 \_\_\_\_\_