



Annual Rental Property Checklist

A separate copy of this checklist should be completed for each property. Please contact us if you need additional copies of this form. ****PLEASE PROVIDE FOR THE 12 MONTH PERIOD****

Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Personal use of rental property, if any _____%

Item:

Rental income collected _____

Gas _____

Electricity _____

Insurance _____

Maintenance & repairs
(rental site only) _____

Maintenance & repairs
(shared exterior, boiler/hot water tank, etc.) _____

Mortgage interest _____

Property taxes _____

Strata fees _____

Water/sewage/garbage collection _____

Alarm system _____

Legal & accounting fees _____

Internet & cable (if included) _____

Milage
(estimate of km's for rental) _____

Other (describe) _____

Other (describe) _____