

**RENTAL INCOME AND EXPENSE WORKSHEET**

Name: \_\_\_\_\_ % Ownership: \_\_\_\_\_

Co-Owners (If any):

| Names | % Ownership |
|-------|-------------|
|       |             |
|       |             |

Address of Rental Property

|   | Number | Street | City/Town | Province | Postal Code | Square Feet Used for Rental | Total House Area |
|---|--------|--------|-----------|----------|-------------|-----------------------------|------------------|
| 1 |        |        |           |          |             |                             |                  |
| 2 |        |        |           |          |             |                             |                  |
| 3 |        |        |           |          |             |                             |                  |
| 4 |        |        |           |          |             |                             |                  |

|                            | Property #1 | Property #2 | Property #3 | Property #4 |
|----------------------------|-------------|-------------|-------------|-------------|
| <b>GROSS RENTAL INCOME</b> |             |             |             |             |

| RENTAL EXPENSES  | Property #1 | Property #2 | Property #3 | Property #4 |
|--|-------------|-------------|-------------|-------------|
| Advertising  |             |             |             |             |
| Insurance  |             |             |             |             |
| Mortgage Interest  |             |             |             |             |
| Office Expenses  |             |             |             |             |
| Legal, Accounting, and Other Professional Fees                   |             |             |             |             |
| Management and Administration Fees                               |             |             |             |             |
| Maintenance and Repairs  |             |             |             |             |
| Salary, Wages, and Benefits (including employer's contributions) |             |             |             |             |
| Property Taxes   |             |             |             |             |
| School Taxes   |             |             |             |             |
| Utilities  |             |             |             |             |

|  |  |  |  |  |
|--|--|--|--|--|
| Water                                      |  |  |  |  |
| Heat                                       |  |  |  |  |
| Telephone                                  |  |  |  |  |
| Other Expenses (Specify):                  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Major Renovations and Purchases (Specify): |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| <b>BUSINESS USE OF MOTOR VEHICLE</b> | <b>Property #1</b> | <b>Property #2</b> | <b>Property #3</b> | <b>Property #4</b> |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|
| KM Driven to earn Rental Income      |                    |                    |                    |                    |
| Total KM Driven in the Year          |                    |                    |                    |                    |

| <b>MOTOR VEHICLE EXPENSES</b> | <b>Property #1</b> | <b>Property #2</b> | <b>Property #3</b> | <b>Property #4</b> |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
| Fuel                          |                    |                    |                    |                    |
| Insurance                     |                    |                    |                    |                    |
| License and Registration Fees |                    |                    |                    |                    |
| Maintenance and Repairs       |                    |                    |                    |                    |
| If financed: Interest Paid    |                    |                    |                    |                    |
| If Leased: Lease Charges      |                    |                    |                    |                    |
| Other Expenses (Specify):     |                    |                    |                    |                    |
| Toll                          |                    |                    |                    |                    |
| Car Washes                    |                    |                    |                    |                    |
| Parking                       |                    |                    |                    |                    |
|                               |                    |                    |                    |                    |
|                               |                    |                    |                    |                    |

**ALL EXPENSES SHOULD BE BACKED UP BY RECEIPTS THAT CAN BE PRESENTED TO CRA IN THE EVENT OF AN AUDIT.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_