

## Rental Income & Expenses

Year \_\_\_\_\_

<b>INFORMATION</b> NEW CLIENTS ATTACH LAST YEAR RETURN	NUMBER & STREET	
	CITY	POSTAL CODE
	ARE YOU RENTING A PART OF YOUR HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	PERCENTAGE OF PROPERTY OCCUPIED BY TENANT? _____%	

<b>WHO OWNS THIS PROPERTY?</b>	<input type="checkbox"/> I AM SOLE OWNER <input type="checkbox"/> OWNED WITH SPOUSE	
	<input type="checkbox"/> OWNED WITH OTHER PARTNERS	
	NAME PARTNER #1 _____	SIN# _____
	NAME PARTNER #2 _____	SIN# _____
	DO YOU CLAIM CAPITAL COST ALLOWANCE (CCA)? <input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>INCOME</b>	TOTAL RENTAL INCOME RECEIVED	\$
	NUMBER OF UNITS	

<b>EXPENSES</b>  PLEASE INCLUDE FULL TOTALS FOR THE YEAR.  WE WILL REDUCE THESE NUMBERS TO RENTAL PERCENTAGE.	ADVERTISING	\$
	INSURANCE (on property)	\$
	INTEREST ON MORTGAGE (exclude principal)	\$
	MANAGEMENT / ADMIN / LEGAL FEES (bank fees, legal action)	\$
	REPAIRS / MAINTENANCE (landscaping/snow removal)	\$
	PROPERTY TAXES	\$
	HEAT \$ _____ HYDRO \$ _____ WATER \$ _____	\$
	CONDO FEES	\$
	REAL ESTATE AGENT FINDER'S FEE	\$
	OTHER	\$

<b>ASSETS BOUGHT THIS YEAR</b> ie: appliances	

**CONSULT EXCEL TAX FOR ELIGIBILITY OF LARGE EXPENDITURES AND SALE OF PROPERTY**  
 Disclaimer: Your tax return prepared by Excel Tax based on information provided.

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

# Rental Property Expenses

Generally, you can deduct any reasonable expenses you incur to earn rental income.

The two basic types of expenses are:

## 1. Current or Operating Expenses

Current or operating expenses are recurring expenses that provide a short-term benefit. An example of a current expense is the cost of repairs to keep a rental property in the same condition it was in when purchased. You can deduct current expenses from your gross rental income in the year you incur them.

- advertising costs
- insurance premiums
- interest expense
- condo fees
- mortgage penalties
- financing fees
- commission to agents to collect rent
- legal expenses to prepare leases or collect overdue rents
- lease cancellation penalties
- maintenance and repairs
- office expenses
- property taxes
- utilities
- landscaping costs

Expenses you **cannot** deduct from rental income:

- the principal portion of mortgage payment,
- penalties from tax assessments, and
- the value of your own labour for services you provide.

## 2. Capital expenditures (Capital Cost Allowance (CCA))

Capital expenditures provide a benefit which usually lasts longer than the current year. Costs to purchase or improve your property are examples of capital expenditures. Generally, you cannot deduct the full amount of these expenditures in the year you incur them. Instead, you can deduct part of their cost each year as capital cost allowance.

- the purchase price of the property,
- legal fees and other costs connected with buying the property,
- the cost of furniture and equipment that you are renting with the property, and
- costs relating to construction, renovation, or alteration (soft costs) of the property.

In some circumstances, current expenditures can be considered capital. For example, "soft costs" such as interest, legal fees, accounting fees and property taxes incurred during a period of construction of a rental building may have to be added to the capital cost of the building.

Major repair and other expenditures that extend the useful life of your property or improve it beyond its original condition are usually capital expenditures such as a new roof and windows.