

In addition to the information requested from our separate "Personal Canadian Tax Checklist", please also provide the following information:

- * Please provide a *separate hardcopy summary for each rental property* if you own more than one.
- * Note the real estate property's *full mailing address including postal code*, as Canada Revenue Agency requires that
- * *IF the rental property is, or was, your own home (usually a "principle residence")*, please note that.

- * The total gross *RENTAL INCOME* that you were paid for (*ie before deductions*) for your *January 1 – December 31 calendar year* -- including payments that you received in cash, by cheque, and if applicable that you were paid by way of exchange-of-services.
- * *Summarize, by separate expense category, (at 100% of these costs), the total rental operational expenses that you have paid relating to this property in your Jan 1 – Dec 31 calendar year* – common expenses include:
 - Mortgage interest (ideally, please provide a copy of your annual mortgage statement detailing interest paid and principal balance as at December 31st)
 - Property taxes/strata fees paid
 - Home insurance and security paid
 - Heat, light, water paid
 - Basic operational repairs paid (this is often an area to be careful – you may wish to lend us your receipts)
 - Advertising expenses paid

IF this rental income forms part of is your personal home (usually "principle residence"), please estimate the percentage of rental use of your home (either based on rental percentage of entire home by either approx. square footage or number of rooms).

PLEASE NOTE: IF you have bought or sold a real estate property during your Jan 1 – December 31 calendar year, please contact us ASAP to schedule an consultation – and bring in a copy of your real estate purchase and/ or sale documents.