

CLIENT NAME: _____

SUMMARY OF INCOME AND EXPENSES FOR REAL ESTATE RENTALS

PROPERTY NAME: _____

YEAR ENDED DECEMBER 31, _____

HST REPORTING STATUS

- I am registered for HST (if yes, please enclose a copy of all HST returns for the year)
- I use the quick method for remitting HST (if yes, please *INCLUDE* HST in amounts below)
- I use actual amounts on invoices and expenses in remitting HST (if yes, please *DO NOT INCLUDE* HST in amounts below)
- I am not registered for HST

INCOME	Subtotals	Totals
UNIT #1	_____	_____
UNIT #2	_____	_____

EXPENSES

Direct:

If renting part of your home, please provide tenant use: _____%

Insurance	_____
Mortgage interest	_____
Maintenance and repairs	_____
Property taxes	_____
Heat	_____
Hydro	_____
Other: (specify) _____	_____

Administrative:

Accounting	_____
Advertising and promotion	_____
Management and administration	_____
Office expenses	_____
Travel expenses	_____
Other: (specify) _____	_____

Vehicle expenses:

Total km driven in year _____	
Bus. Km driven in year _____	
Fuel	_____
Repairs and maintenance	_____
Insurance	_____
License	_____
Interest expense	_____
Lease payments	_____

Please attach information re: purchase/sale of vehicles during year

ASSET PURCHASES:

Please provide a list of the cost of assets purchased (>\$500) during the year (fridge, stove, major renovations, cost of building additions, etc.)

Date purchased or sold	Description	Cost/Sale Price
_____	_____	_____
_____	_____	_____
_____	_____	_____