



Rental Income Checklist

To prepare your Rental Income Tax, please provide the following details for each property:

Revenue

- Gross rent
- Other related income (coin laundry)

Expenses

- Advertising
- Insurance
- Mortgage interest
- Mortgage broker's fees
- Maintenance and repairs
- Auto expense
- Office expenses
- Legal, accounting or other professional fees
- Property taxes
- Salaries, wages and benefits
- Travel
- Telephone and utilities (heat, electric, water, garbage, internet & cable)
- Equipment and appliance purchases
- Home office expense
- Mileage log book

If property was purchased or sold during the year:

- Date of transaction
- Cost on purchase or proceeds on sale

Other Info

- Address of property
- Number of units
- Rental period
- Personal usage

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