RENTAL INCOME   **Year:** _____

Please send <u>one</u> upload of <u>all</u> documents below to our secure link on our website.

Name	Date

Address of Rental

CO-OWNERS

Name	Ownership %
Address	

Name	Ownership %
Address	

Name	Ownership %
Address	

CAPITAL IMPROVEMENTS, RENOVATIONS, AND PURCHASE OF EQUIPMENT DESCRIPTION	AMOUNT

INCOME

Gross Rents Received	
Other Income	
TOTAL RENTAL INCOME	

	TOTAL EXPENSES (to be prorated)		RENTAL EXPENSES ONLY
Advertising			
Insurance			
Interest and Bank Charges (includes mortgage interest)			
Office Expenses			
Professional Fees (includes legal and accounting fees)			
Management Fees and Strata Fees			
Repairs and Maintenance			
Salaries, Wages and Benefits			
Property Tax			
Travel			
Utilities			
Vehicle Expenses (from worksheet)			
Other			
Other			
Other			
Other			
TOTAL (C)		(C2)	

PERCENTAGE OF RENTAL

Square Footage of Rental Unit (A)		
Square Footage of Entire House (B)		
PERCENTAGE (A / B) = (D)		
TOTAL RENTAL EXPENSES (C x D) + (C2)		
NET RENTAL EXPENSES (Rental Income - Rental Expenses)		

MOTOR VEHICLE EXPENSE:

Please send <u>one</u> upload of <u>all</u> documents below to our secure link on our website.

Name		Date	
Purchase Price of Vehicle		Make	
Date Aquired (YYYY/MM/DD)		Model	
		Year	

	TOTAL FOR THE YEAR		TOTAL FOR THE YEAR
Fuel		Interest on Vehicle Loan	
Maintenance and Repairs		Leasing Costs	
Insurance		Other	
License and Registration		TOTAL (D)	

Kilometers Driven for Business		(A)	
Total Kilometers Driven in the Year		(B)	
Business Use Percentage		A / B x 100% = C	

Business Use of Vehicle Claim		D x C = E	
Parking		F	
TOTAL MOTOR VEHICLE EXPENSES		E + F	

Note: If you have more than one motor vehicle for business purposes, calculate each vehicle's expenses seperately.