

## RENTAL INFORMATION SHEET

Client name: \_\_\_\_\_

Rental property address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date property was purchased\*\* \_\_\_\_\_

\*\*If the property was purchased in 2024, please provide all purchase documents

Was the rental property sold in 2024?      YES      NO      If YES, please provide all sale and original purchase documents

Was the property your personal residence prior to being rented?      YES      NO      If YES, please provide assessment of fair market value of the property at the time it was changed to a rental      \$ \_\_\_\_\_

Do you have plans to reside in the rental property in the future?      YES      NO

Is there any personal use of the property ?      YES      NO      If YES, the % personal use \_\_\_\_\_

Are there co-owners of the property?      YES      NO      If YES, your % \_\_\_\_\_

Do you want to depreciate the building?      YES      NO

Is this property a short-term rental (ie: AirBnB, VRBO) YES      NO      If YES, are you registered for GST?      YES      NO

If YES, was the rental property compliant with all Provincial and Municipal licensing, permitting, and registration requirements by December 31, 2024?      YES      NO

If YES, was there a change from short-term to long-term rental (or vice versa) in 2024 or 2025?      YES      NO

**New in 2024:** Digital platform operators (eg: AirBnB, VRBO) must report seller/rental information to CRA. This includes identification details, income earned by Canadian sellers, and for rentals, specifics of the rental property. CRA will use this information provided for their compliance activities.

**Rental Income**

**Total for the year**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Expenses**

**Total for the year**

Advertising \$ \_\_\_\_\_  
Property insurance \$ \_\_\_\_\_  
Interest (no principal portion of payments) \$ \_\_\_\_\_  
Office supplies and expenses \$ \_\_\_\_\_  
Legal and accounting fees \$ \_\_\_\_\_  
Administration & management fees \$ \_\_\_\_\_  
Maintenance & repairs (no asset purchases) \$ \_\_\_\_\_  
Salaries, wages & benefits \$ \_\_\_\_\_  
Property taxes \$ \_\_\_\_\_  
Travel expenses:  
    Accommodations/lodging \$ \_\_\_\_\_  
    Meals \$ \_\_\_\_\_  
Utilities: Heat \$ \_\_\_\_\_  
    Electricity \$ \_\_\_\_\_  
    Water and sewer \$ \_\_\_\_\_  
Condo/strata fees \$ \_\_\_\_\_  
Other fees (describe): \$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Automobile Expenses:**

Year/make/model of vehicle used to earn rental income \_\_\_\_\_  
Year purchased: \_\_\_\_\_  
Purchase price: \$ \_\_\_\_\_  
Current value: \$ \_\_\_\_\_  
Kms driven during the year to earn rental income \_\_\_\_\_  
Total kms driven during the year \_\_\_\_\_

**Expenses**

**Total for the year**

Fuel \$ \_\_\_\_\_  
Maintenance and repairs \$ \_\_\_\_\_  
Insurance \$ \_\_\_\_\_  
Licensing/registration \$ \_\_\_\_\_  
Loan interest (no principal) \$ \_\_\_\_\_  
Lease payments \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_  
Autoclub (AMA, etc) \$ \_\_\_\_\_  
Other fees (describe): \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Major purchases:**

items over \$500 (net of GST) and with a life expectancy exceeding 1 year

OR major repairs/renovations to the property

**Description of item purchased**

**Purchase price**

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_