

# RENTAL INFORMATION FORM for Secondary Residence

(This is for a residence that you do not reside in)

Client's Name: \_\_\_\_\_

Complete rental address: \_\_\_\_\_

Is it split? Yes \_\_\_ No \_\_\_ Percentage \_\_\_\_\_ Other Owner(s) \_\_\_\_\_

Number of Units \_\_\_\_\_

## INCOME

- Rental Income \_\_\_\_\_

## EXPENSES

- Advertising \_\_\_\_\_
- Property Insurance \_\_\_\_\_
- Mortgage interest \_\_\_\_\_
- Legal, Accounting, and other professional fees \_\_\_\_\_
- Management and Administration fees \_\_\_\_\_
- Maintenance \_\_\_\_\_
- Repairs \_\_\_\_\_
- Property Tax \_\_\_\_\_
- Travel (see note) \_\_\_\_\_
- Utilities:
  - Hydro \_\_\_\_\_
  - Gas \_\_\_\_\_
  - Water \_\_\_\_\_
  - Disposal \_\_\_\_\_
  - Other \_\_\_\_\_
- Strata Fees \_\_\_\_\_

## CAPITAL ASSET ADDITIONS FOR THE YEAR (CCA) \* Keep all receipts for future use.

---

---

---

---

## OTHER

---

---

---

---

### Note:

Travel can only be claimed when you are leaving the Island or travelling a significant distance. You can only deduct the percentage of the expense that is related to earning rental income.

**DISCLAIMER:** Please note that this is a generalized form and not all information will apply to all individuals.