

RENTAL INCOME – DUPLEXES & TRIPLEXES ETC/PRINCIPLE RESIDENCE

When you own a rental property that forms part of your principal residence, you are entitled to claim expenses as deductions on your Statement of Rental Income when you prepare your income tax return.

Types of Expenses:

- ADVERTISING
- MORTGAGE INTEREST (if you have re-mortgaged to consolidate loans – you will have to speak to your bank about what portion of the interest is for the mortgage ONLY)
- MORTGAGE INSURANCE (same rule applies as above)
- PROPERTY INSURANCE
- OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)
- ALL MAINTENANCE & REPAIRS (including Renovations)
- WEED CONTROL, SNOW REMOVAL, LANDSCAPING, LAWN CARE
- PROPERTY TAXES
- OIL/GAS - Heating
- ELECTRICITY
- HOT WATER TANK RENTALS
- WATER TAXES
- EQUIPMENT/APPLIANCES/IMPROVEMENTS** (if has a value of more than \$500 DO NOT INCLUDE them in these calculations – provide the receipt directly to your tax preparer)

Tax Time

When you own a triplex or a duplex etc, provide 100% of the amount you paid for the above. I will calculate the percentage of the reduction for your portion.

Provide **only the RENTAL Annual Information Sheet** to me at year end (do not give me receipts or monthly logs but KEEP THEM for 7 years in case Revenue Canada ever asks to see your logs or receipt) and any receipt for equipment or appliances with a value of more than \$500.

Make sure that **ALL SECTIONS** of the Annual Information Sheet are duly completed. Providing me with incomplete sections may cause delays in preparing your tax return.

** Improvements to a property is defined by making it better (ie replacing a shingle roof with a metal roof, replacing low grade windows with double insulated windows etc.) Ask me if you are not sure.

THIS FORM IS THE EXCLUSIVE PROPERTY OF SAUVE TAX SERVICES.
DISTRIBUTION or REPRODUCTION IS STRICTLY FORBIDDEN.

RENTAL INCOME – ANNUAL INFORMATION SHEET

**ADD JANUARY TO DECEMBER FOR EACH SECTION AND
TRANSFER THE TOTALS TO THIS SHEET.**

PROVIDE ONLY THIS SHEET TO ME AT TAX TIME.

	DOLLARS
RENTAL INCOME for _____ <div style="text-align: right; font-size: small;"><i>Address of Income Property</i></div>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – JANUARY

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – FEBRUARY

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – MARCH

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – APRIL

	DOLLARS
RENTAL INCOME for _____ <div style="text-align: right; font-size: small;"><i>Address of Income Property</i></div>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – MAY

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – JUNE

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – JULY

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – AUGUST

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – SEPTEMBER

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – OCTOBER

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – NOVEMBER

	DOLLARS
RENTAL INCOME for _____ <i>Address of Income Property</i>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$

RENTAL INCOME – DECEMBER

	DOLLARS
RENTAL INCOME for _____ <div style="text-align: right; font-size: small;"><i>Address of Income Property</i></div>	\$

EXPENSES

	DOLLARS
ADVERTISING	\$
MORTGAGE INTEREST	\$
MORTGAGE INSURANCE (IF ANY)	\$
PROPERTY INSURANCE	\$
OFFICE EXPENSES (PENS, PAPER, POSTAGE ETC, INK CARTRIDGES)	\$
MAINTENANCE & REPAIRS TO ENTIRE PROPERTY INCLUDING YOUR RESIDENCE	\$
MAINTENANCE & REPAIRS FOR RENTAL UNIT ONLY	\$
SNOW REMOVAL/ LANDSCRAPING / WEED CONTROL (INCLUDES FLOWERS, DIRT, ROCKS, ETC.)	\$
PROPERTY TAXES	\$
WATER TAXES	\$
OIL/GAS	\$
ELECTRICITY	\$
HOT WATER TANK RENTALS	\$
EQUIPMENT/APPLIANCES/IMPROVEMENTS** with a VALUE of more than \$500 - Please provide receipts for any items/repairs purchased for your rental units OR for the entire structure – do not include them in the Maintenance & Repairs section above	\$