

## RENTAL INCOME CHECKLIST (CANADA)

### ✓ Rental Income

- ✓ Gross rental income (monthly rent collected)
- ✓ Other rental income (parking, laundry, storage, etc.)
- ✓ Rental agreements or lease contracts
- ✓ Vacant periods & rental history

### ✓ Expense Records

- ✓ Property taxes
- ✓ Home insurance (rental portion)
- ✓ Mortgage interest (interest only, not principal)
- ✓ Utilities paid by landlord (heat, water, electricity)
- ✓ Repairs & maintenance (invoices & receipts)
- ✓ Advertising for rental listings
- ✓ Property management fees
- ✓ Bank fees related to rental accounts
- ✓ Legal & accounting fees
- ✓ Condominium fees (if applicable)
- ✓ Landscaping & snow removal
- ✓ Cleaning & maintenance services

### ✓ Rental Loss / Carry-Forward

- ✓ Prior year rental losses (if applicable)
- ✓ Capital cost allowance history
- ✓ Unclaimed expenses from previous years

### ✓ Motor Vehicle Expenses (if eligible)

- ✓ Mileage log for rental purposes
- ✓ Fuel receipts
- ✓ Car insurance & repairs
- ✓ Leasing charges
- ✓ Parking fees

### ✓ Home Office (if managing rental from home)

- ✓ Workspace size calculation (square footage)
- ✓ Internet & phone portion
- ✓ Office supplies
- ✓ Home office utilities portion
- ✓ Home office maintenance expenses