



HEAD OFFICE:
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TAX YEAR 20 _____

Your Name _____

Address of rental property _____

Number of rental units in the property _____

Co-owners name	Address	SIN #

Do you live in any portion of the property? Yes No

Percentage occupied for personal use

RENTAL INCOME received during the year

EXPENSES

- Utilities (heat, hydro, water, oil)
- Insurance
- Mortgage interest
- Other interest and bank charges
- Office supplies
- Property Management fees
- Repairs, maintenance (includes cleaning supplies)
- Property tax
- Security system

This is a checklist intended to assist you in preparing for income tax filing.

Please provide a copy of your last filed income tax return and a recent notice of assessment or reassessment.