



Greg Penner Accounting

Cloud Accounting & Income Tax

Real Estate Rental Activities

One form per rental property

Identification

Tax year	
Client name	
Client SIN	

Last year of ownership? Y/N	
Percentage of ownership	
Co-Owner name	
Co-Owner address	
Co-Owner SIN:	

Property Details

Address of property	
City / Postal Code	
# units rented	
Gross Rent	

Expenses

Personal Portion / Percentage of below expenses	
Advertising	
Insurance	
Mortgage Interest	
Office Expenses	
Legal, accounting and other professional fees	
Management and administration fees	
Repairs and maintenance	
Property Taxes	
Travel (accommodation, airfare, train fees, rental car fees)	
Utilities	
Other expenses (Specify description and amounts below) – NOTE: Any individual items over \$200 must be itemized in the CCA / Fixed asset area on next page. Please submit receipts for assets over \$500	



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CCA / Fixed assets acquired and disposed of. (All depreciable property over \$200 in value including appliances, upgrades to the home, business furniture, office equipment etc.)

Date Purchased / Disposed of	Description	Cost	Percentage used for business

If you own 2 or more separate rental properties, please also complete the home office and motor vehicle expenses below. Only required on one of the sheets.

Home Office Expenses

Total # rooms / Square feet of home	
Total # rooms / Square feet in dedicated rental office space	
ENTER TOTAL HOME OFFICE EXPENSES ONLY BELOW	
Electricity	
Gas	
Home insurance	
Maintenance	
Mortgage interest	
Property Taxes	
Rent	
Home Phone	
Internet	
Water	
Other expenses (Specify description and amounts below)	



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Motor Vehicle Expenses

Year, Make Model of vehicle

Total km driven in year

Total km driven in year to earn real estate income

ENTER TOTAL VEHICLE EXPENSES ONLY BELOW

Fuel (gas/oil)

Insurance

License and registration

Maintenance and repairs

Business parking

Complete applicable below if vehicle financed or leased

Date payments began

Date payments stopped

Interest paid (only if financed)

Lease payments (only if leased)

Total lease payments deducted before this fiscal period for the vehicle

Manufacturer's list price new (only if leased)

Purchase price (only if financed)

NOTE: This statement of Real Estate Rental Activities MUST be signed and dated below in order for it to be accepted for use.

I hereby declare that the above amounts are accurate. I understand that in the event of any further re-assessment or audit that I, the client, am fully responsible for keeping the receipts to prove such figures or authenticity of items claimed for business use. Greg Penner Accounting is processing my return based only on the figures I have provided and is not responsible for any costs or implications arising from any items that may be disallowed upon any such audit or review. Note: This is not an official Canada Revenue Agency form and should not be filed with your tax return. This form is for use by Greg Penner only in the preparation of your return.

Signature: _____ Date: _____

Please submit this form with the rest of your tax information to us by either fax or mail to the address below. You can also use the secure client portal: <https://gpaccounting.sharefile.com> If you are new to using the portal ask us to set you up.