

230-9600 Cameron Street Burnaby, BC V3J 7N3

Tel: 604.444.0344 Fax: 604.444.0366 Email: accting@arpartners.ca Web: www.arpartners.ca

2015 RENTAL ACTIVITY CHECKLIST

| 1. General Information | | | | | |
|--|----|----------------|--------------|----------------------------------|--|
| | | | | | |
| Taxpayer Name | | | | | |
| Property Address | | | | | |
| | | | | | |
| Commercial | or | Residential | | e GST/HST return, if registered) | |
| ☐ Partnership | or | ☐ Co-ownership | Your Share % | Co-owner: | |
| 2. Rent | | | | | |
| | | | Φ. | | |
| Rent Collected | | | \$ | | |
| 3. Expenses | | | | | |
| | | | \$ | | |
| ☐ Insurance | | | \$ | | |
| ☐ Interest | | | \$ | | |
| Office | | | \$ | | |
| Legal, accounting and other professional fees | | | \$ | | |
| ☐ Management and administrative fees | | | \$ | | |
| ☐ Maintenance and repairs | | | \$ | | |
| □ Salaries | | | \$ | | |
| Property taxes | | | \$ | | |
| ☐ Travel | | | \$ | | |
| Utilities | | | \$ | | |
| ☐ Motor vehicles expenses | | | \$ | | |
| ☐ Strata fees | | | \$ | | |
| Other (provide description) | | | \$ | | |
| | | | | | |
| 4. Purchase of Assets (such as fridge, stove, washing machine, etc.) | | | | | |
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2015 COMMISSION/EMPLOYMENT EXPENSES CHECKLIST

(must have employer complete and sign T2200 Declaration of Conditions of Employment)

| 1. General Information | | | | | |
|--|----|--|--|--|--|
| | | | | | |
| Taxpayer Name | | | | | |
| | | | | | |
| 2. Expenses | | | | | |
| ☐ Accounting & legal fees (commission employee only) | \$ | | | | |
| Advertising & promotion (commission employee only) | \$ | | | | |
| Food/entertainment (commission employee only) | \$ | | | | |
| Office (business cards, faxes, paper, envelopes, etc.) | \$ | | | | |
| ☐ Office rent | \$ | | | | |
| Rental of office equipment (commission employee only) | \$ | | | | |
| ☐ Salary paid to a substitute or assistant | \$ | | | | |
| ☐ Telephone (cellular, long distance etc.) | \$ | | | | |
| ☐ Travel (airfare, hotels, transportation) | \$ | | | | |
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| 3. Notes | | | | | |
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