

230—9600 Cameron Street Tel: 604.444.0344 Burnaby, BC V3J 7N3

Fax: 604.444.0366

Email: accting@arpartners.ca Web: www.arpartners.ca

2016 RENTAL ACTIVITY CHECKLIST

1. General Information					
Taxpayer Name					
Property Address					
Commercial	or	Residential	(If commercial, please provide GS		
☐ Partnership	or	☐ Co-ownership	Your Share % Co-	owner:	
2. Rent					
Don't Collegeted			¢.		
Rent Collected			\$		
3. Expenses					
Advertising			\$		
☐ 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 5					
4. Purchase of Assets (such as fridge, stove, washing machine, etc.)					



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2016 COMMISSION/EMPLOYMENT EXPENSES CHECKLIST

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

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)	\$				
3. Notes					