

## 2023 RENTAL ACTIVITY CHECKLIST

### 1. General Information

Taxpayer Name	
Property Address	

Commercial      or       Residential      (If commercial, please provide GST/HST return, if registered)  
 Partnership      or       Co-ownership      Your Share % \_\_\_\_\_ Co-owner: \_\_\_\_\_

### 2. Rent

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. Purchase of Assets (such as fridge, stove, washing machine, etc.)

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