

RENTAL INCOME AND EXPENSES

Your name _____ % owned _____

Other co-owners' names _____ % owned _____

Address of property: _____

INCOME:

Gross rental income \$ _____

Other income \$ _____

Other income includes interest earned on security deposits, income from parking, laundry, etc.

EXPENSES

Advertising \$ _____

Costs to advertise your rental unit is available for rent

Insurance \$ _____

Premiums for insurance coverage on your rental property for the current year

Interest and bank charges \$ _____

*Interest on money you borrow to buy or improve your rental property
(e.g. mortgage, refer to your Dec. mortgage statement under "year-to-date interest paid")
Also include bank charges*

Office expenses \$ _____

Include miscellaneous office supplies used in your rental business (e.g. stationery, pens and paper clips)

Legal and accounting fees \$ _____

Include any legal or accounting fees related to the rental

Management and administration fees \$ _____

Include fees for collecting rents, finding new tenants, and strata fee

Maintenance and repairs \$ _____

Include costs to maintain and repair your rental property such as: painting, replacing a furnace, lawn care

Salaries and wages \$ _____

Amounts paid to superintendents, maintenance personnel and others you employ to take care of your property

Property taxes \$ _____

Property taxes paid for the year

Travel \$ _____

Include expenses incurred to travel to your rental property for purposes of earning rental income

Utilities \$ _____

Include any utilities paid on behalf of your tenants

Motor vehicle expenses \$ _____

Include vehicle costs, such as gas, parking, etc. relating to earning rental income

Other expenses: (List) \$ _____

CAPITAL EXPENDITURES

List capital items purchased for the rental property. These would be purchases over \$500 that will be used for longer than 1 year.
 For example: washer/dryer, stove, microwave, significant building renovations

Description \$ _____