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Rental Income Tax Preparation Checklist

--- General Information ---

- Address of your rental property _____ # of units _____
- Rental period _____
- Do you have a co-owner of this property? If yes, what is the name and address of the co-owner, and the percentage of ownership? _____
- Your gross rental income _____

--- Rental Business Expenses ---

- Advertisement _____
- Insurance _____
- Interest _____
- Office expense _____
- Legal and accounting fees _____
- Management and administration fees _____
- Maintenance and repairs _____
- Salaries, wages, and benefits _____
- Property taxes _____
- Travel _____
- Utilities _____
- Motor vehicle expenses _____
- Other expenses _____

--- Capital Cost Allowance ---

- Furnitures _____
- Cost value of the building _____
- Renovation _____
- Others _____