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# Rental Income & Employment Expense Checklist

To assist us in the preparation of your Personal Income Tax Return, please complete this form for each rental property and attach the supporting documentation. (Optional - total receipts by category and attach a calculator tape.) In the event of an audit, the onus of proof is on the taxpayer; unsupported claims may be denied.

TAXATION YEAR:

[Empty box for Taxation Year]

## A RENTAL INCOME CHECKLIST

Are you a Co-owner? Y N (If YES please provide the following information)

Name: [ ]

Co-owner:

SIN

Percentage

[ ]  
[ ]  
[ ]

[ ]  
[ ]  
[ ]

[ ] %  
[ ] %  
[ ] %

### 1 PROPERTY INFORMATION

Street [ ]  
City [ ] Province [ ]

Postal Code: [ ]

Square footage used for rental: [ ]  
Total Square footage of building: [ ]

Is the property used personally? Y N

### 2 ACQUISITIONS/DEPOSITIONS

Is this the first / final year of ownership? Y N (If YES please provide the following information)  
 Statement of adjustments for property purchase  
 Invoice for legal services

Copy of property assessment

### 3 CAPITAL COSTS

Capital outlays are considered to be of a lasting nature; the full amount cannot be deducted in the year incurred. These costs include amounts for renovations and "fixing up" a unit for rental.

Renovations  Appliances

### 4 FINANCING / REFINANCING

Legal fees related to mortgage financing  
 Mortgage application, appraisals, processing, insurance fees  
 Mortgage broker fees  
 Mortgage guarantee fees

### 5 INCOME

Full year Y N (If NO please fill in rental period below)  
 Rental period YYYY/MM/DD to YYYY/MM/DD

Gross Rental Income: \$ [ ]  
 Number of Units: [ ]

### 6 EXPENSES

Current expenses are deductible from rental income in the year incurred. (Optional - total receipts by category and attach a calculator tape.)

Advertising  Motor vehicle and travel expenses (limited circumstances)  Utilities (gas, hydro, water, and cable)  Other: [ ]  
 Insurance (include policy)  Office expense  Management fees (include statements)  
 Interest (include mortgage statement)  Legal and accounting  Commissions  
 Maintenance and repairs  Property taxes

### 7 KEEPING RECORDS

Generally you must keep your records for six years from the end of the taxation year to which they relate.

## B EMPLOYMENT EXPENSE CHECKLIST

### 1 EMPLOYMENT INFORMATION

Name: [ ]

T2200 Declaration of Conditions of Employment  
 TL2E Claim for Meals and Lodging Expenses (Transport employees only)  
 Do you qualify for a GST rebate? Y N (If YES prior year rebate \$ [ ])

### 2 EXPENSES

Accounting and legal  Supplies  
 Advertising and promotion  Telecommunication expenses  
 Food and beverages  Lease - computers  
 (includes travel and conference meals)  Lease - cell phones  
 Entertainment  Other (e.g. licences, training costs, etc.)  
 Lodging

### 3 AUTO EXPENSES

An auto log is proof of your entitlement to a deduction for auto expenses.

Description of vehicle Year Make Model KM driven for employment purposes: Total KM driven: (Jan 1 - Dec 31)  
Year, Make, Model: [ ] [ ] [ ] [ ] [ ]

Was a new vehicle acquired in the year? Y N (If YES, please provide documents)  
Was a vehicle sold during the year? Y N (If YES, please provide documents)

Fuel  Maintenance and repairs  
 Insurance (include copy of policy)  Interest (include loan documents)  
 Lease costs (include documents)  Parking  
 Was an allowance received? Y N (If YES, please provide details) \$ [ ]

### 4 WORK - SPACE - IN - HOME

Area used for workspace: [ ]  
Total area of home: [ ]

Hydro, heat, and water  Other  
 Maintenance  Commission employees only  
 Insurance  Property taxes

### 5 KEEPING RECORDS

Generally you must keep your records for six years from the end of the taxation year to which they relate.