Dyck&Walker-Dean
CHARTERED PROFESSIONAL ACCOUNTANTS

Rental Property Checklist

Type of ownership: Ɣ Sole proprietor Ɣ Partnership
If rental property is owned by a partnership please record the name, social insurance number, address and percentage of ownership of all partners involved:

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____

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Rental Income

Have you purchased or sold any rental properties during the tax year? Yes / No
If yes please enclose all purchase and/or sale documents.
Have any properties changed from personal property to rental property during the tax year? Yes / No
Have any properties changed from rental property to personal property during the tax year? Yes / No

Rental property address	# of units	Gross rents
		$

Rental Expenses

Have you had any personal usage of any of the above name rental properties? Yes / No
If yes estimate the personal usage of the rental property. _______________ %

Advertising
$
Property taxes $
InsuranceSalaries
and wages
Mortgage
interestTravel
Management
feesUtilities
Office
expensesCondo
fees
LegalBank charges
AccountingRepairs & maint. Professional feesOther

Any automobile use for the above described rental properties during the tax year? Yes / No
If yes please request our automobile expense checklist.

Any capital expenditures during the tax year (i.e. Appliances, renovations, etc.)? Yes / No
If you are unsure whether or not your purchase is a capital expenditure see back of page.

Expenses you cannot deduct

Land transfer taxes
You cannot deduct land transfer taxes you paid when you bought your property. Add these amounts to the cost of the property.

Mortgage principal
You cannot deduct the repayments of principal on your mortgage or loan on your rental property. For information about the interest part of your mortgage, see Line 8710 - Interest.

Value of your own labour
You cannot deduct the value of your own services or labour.

Personal portion of expenses
If you rent part of the building where you live, you can only claim the amount of your expenses that relate to the rented part of the building.

Current expenses or capital expenses?

Renovations and expenses that extend the useful life of your property or improve it beyond its original condition are usually capital expenses.

However, an increase in a property's market value because of an expense is not a major factor in deciding whether the expenses are capital or current.

To decide whether an amount is a current or a capital expense, you should answer the following questions:

Criteria	Capital expenses (read Capital expenses - Special situations)	Current expenses
Does the expense provide a lasting benefit?	A capital expense generally gives a lasting benefit or advantage. For example, the cost of putting vinyl siding on the exterior walls of a wooden house is a capital expense.	A current expense is one that usually recurs after a short period. For example, the cost of painting the exterior of a wooden house is a current expense.
Does the expense maintain or improve the property?	The cost of a repair that improves a property beyond its original condition is probably a capital expense. If you replace wooden steps with concrete steps, the cost is a capital expense.	An expense that simply restores a property to its original condition is usually a current expense. For example, the cost of repairing wooden steps is a current expense.
Is the expense for a part of a property or for a separate asset?	The cost of replacing a separate asset within that property is a capital expense. For example, the cost of buying a refrigerator for use in your rental operation is a capital expense. This is the case because a refrigerator is a separate asset and is not a part of the building.	The cost of repairing a property by replacing one of its parts is usually a current expense. For instance, electrical wiring is part of a building. Therefore, an amount you spend to rewire is usually a current expense, as long as the rewiring does not improve the property beyond its original condition.
What is the value of the expense? (Use this test only if you cannot determine whether an expense is capital or current by considering the three previous tests.)	Compare the cost of the expense to the value of the property. Generally, if the cost is considerable in relation to the value of the property, it is a capital expense.	This test is not a determining factor by itself. You might spend a large amount of money for maintenance and repairs to your property all at once. If this cost was for ordinary maintenance that was not done when it was necessary, it is a maintenance expense, and you deduct it as a current expense.