

1. Property, ownership and reporting choice

Rental income and expenses

Client legal name

Complete this form for rental income in Canada or abroad. Use one copy per property. Complete section 1, then follow the report choice. Complete property transactions and short-term rental/travel details only where applicable.

Attach bookkeeping reports and T slips. Do not re-enter any figures already shown on them. Enter only missing figures and other details. Select Yes / No / Unsure; use N/A as needed.

Property address / country

Property type / number of units

Purchase date / rental start date

Your ownership %

Co-owners / shares / relationship

Ownership arrangement

☐ Co-ownership ☐ Partnership ☐ Other ☐ Unsure

Dates available / rented / vacant

Personal-use dates and portion

Rental type

☐ Long-term ☐ Short-term ☐ Mixed ☐ Other

Complete rental income/expense report available?

☐ Yes ☐ No ☐ Partial

YES: attach the report and skip amounts already shown in section 2. PARTIAL: complete only missing figures. NO: complete section 2. Everyone supplies relevant ownership, property transaction, short-term rental and travel facts in sections 1, 3 and 4.

Figures represent

☐ Whole property ☐ Your share ☐ Mixed - explain

Report filename / covered dates / currency

Bookkeeper name / contact

Rented to relatives or below market rent?

☐ Yes ☐ No ☐ Unsure

Services beyond basic accommodation, such as meals or daily cleaning?

☐ Yes ☐ No ☐ Unsure

Tenant/lease details; related-party rent; services; ownership changes

Foreign property: also complete form 09 or 05 for foreign tax and currency details, and form 04/08 if relevant. Refer to the same report rather than counting income twice.

2. Rental income and operating costs

Rental income and expenses

Complete only figures missing from your rental report. If the report is complete, go to section 3.

Complete amounts only if not supplied in a report. State the currency. Identify whether amounts are for the whole property or your share. Arsen Accounting will allocate ownership and personal use.

Gross rent before platform fees / tax

Other receipts / subsidies / damages

Refunds / deposits retained / rent receivable

Currency / report tax basis

Rental expenses

Category	Amount	Report reference / notes
Advertising	<div></div>	<div></div>
Insurance	<div></div>	<div></div>
Interest / bank charges (no principal)	<div></div>	<div></div>
Office expenses / supplies	<div></div>	<div></div>
Legal / accounting / professional	<div></div>	<div></div>
Management / administration	<div></div>	<div></div>
Repairs / maintenance	<div></div>	<div></div>
Wages / benefits	<div></div>	<div></div>
Property taxes	<div></div>	<div></div>
Travel	<div></div>	<div></div>
Heat / electricity / water	<div></div>	<div></div>
Motor vehicle costs	<div></div>	<div></div>
Other - describe	<div></div>	<div></div>

Prepayments, unpaid bills, bad debts, rebates, recoverable GST/HST and reimbursements

Personal use / shared costs / co-owner expenses paid personally / costs recorded elsewhere

3. Property transactions, loans and assets

Rental income and expenses

Complete for purchases, improvements, financing, sales or changes in use; otherwise mark N/A.

Purchases, improvements and equipment

Description / date available	Cost / tax / land-building split	Report reference / receipts

Purchase closing statement / land-building allocation / appraisal

Loans and refinancing

Lender / account suffix	Balance / interest / dates	Use of borrowed funds

Loan proceeds used partly for personal or another property/business purpose? ☐ Yes ☐ No ☐ Unsure

Property sold, gifted, transferred or converted between personal and rental use? ☐ Yes ☐ No ☐ Unsure

Dates / proceeds / selling costs / recipient relationship / ownership change

Conversion-date valuation; years as home; prior principal-residence designations or elections

Prior CCA/UCC schedules; CCA claimed on home; losses/carryforwards; separate co-owner costs

Attach closing statements, loan histories, improvement invoices and prior rental schedules. Separate improvements and loan principal from operating costs.

4. Short-term rentals and travel

Rental income and expenses

Complete the short-term and/or travel details that apply; otherwise go to section 5.

Complete the short-term section only where applicable. Supply records by unit and date, including periods when local registration/licensing requirements were not met.

Short-term rental units

Unit / platform / listing	Days offered / occupied / personal	Permit dates / non-compliant days

Provincial/municipal permission, licence numbers, effective/expiry dates and any restrictions

Income/expenses by unit and non-compliant period; platform fees; occupancy/GST/HST taxes

Rental travel

Date / destination / purpose	Transport / lodging cost	Vehicle km / log reference

Vehicle make/year, total annual km, rental km and full annual vehicle costs (attach detailed schedule)

Use section 7 (vehicle) in form 07 if you need a full cost breakdown, labelling it Rental only. Do not include the same vehicle costs twice.

5. Rental documents and confirmation

Rental income and expenses

Attach where relevant

- ☐ Rental reports or completed expense breakdown
- ☐ Ownership, purchase/sale and mortgage records
- ☐ Permits and dated short-term compliance records
- ☐ Leases / platform statements / receipts
- ☐ Prior T776 and CCA schedules
- ☐ Foreign taxes, exchange-rate support and transaction records

Final review

Have you attached the requested records or listed what is missing? ☐ Yes ☐ No ☐ Unsure

Missing documents, estimates, unclear answers or additional facts

Completed by

Date (YYYY-MM-DD)

This worksheet gathers facts for Canadian tax preparation. Arsen Accounting will review eligibility, calculations and any required elections. Filing authorization is obtained separately.