

Rental Property Checklist

A separate copy of this checklist should be completed for each property. Please contact us if you need additional copies of this form.

Name _____

Property Address _____

Telephone _____

Email _____

Personal use of rental property, if any _____%

<u>Item</u>	<u>Revenue/Expense</u>
Rental income collected	_____
Gas	_____
Electricity	_____
Insurance	_____
Maintenance and repairs - rental suite only	_____
Maintenance and repairs - shared exterior, boiler/hot water tank, etc.	_____
Mortgage interest	_____
Property taxes	_____
Strata fees	_____
Water / sewage / garbage collection	_____
Alarm system	_____
Legal and accounting fees	_____
Internet and cable (if included)	_____
Other (describe) _____	_____
Other (describe) _____	_____
Mileage (estimate of km's for rental purposes)	_____