



*Please do not email - please use the secure Dropbox link provided.

	Legal Owner(s)	Address	Your % share of property	% Portion rented	Units available for rent	Long-term or short-term
Property #1						
Property #2						
Property #3						

Changes in your rental property? Please provide details of:

- Purchase of any new rental property in the year (should be included above), including any new business number.
- Sale of a rental property during the year. (May trigger capital gains, and possibly clawback of any Capital Cost Allowance claimed.)
- Changes in your %age ownership, occupancy during the year.
- Starting to rent/stopping renting out all or part of your home.

Please summarize your rental income and expenses below.

- If you are **registered** for HST, **EXCLUDE** any HST that you charged and that you paid on purchases.
- If **NOT**, please **INCLUDE**. See HST Section on page 2

NOTE: Changes to eligible deductions on short-term rentals (eg. AirBNB) - [CLICK HERE for link to details.](#)

Income:	Property #1	Property #2	Property #3
Rental income			
<i>Total expenses (do NOT apportion to reflect %age of the property that is rented):</i>			
Advertising			
Insurance			
Mortgage Interest & Bank Charges (not principal)			
Office expenses			
Professional Fees (includes legal & accounting fees)			
Condo / admin or management fees			
Repairs & maintenance			
Salaries and benefits paid to anybody except owner, to manage the property			
Property taxes			
Travel			
Utilities			
Other			



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HST on Rental Properties

NOTE: This can be complex - please call if you need to discuss.

You may be **required** to register for and charge HST if you rent:
Commercial Property
OR
Short-term residential property (eg. AirBNB)
AND
if your rental income exceeds \$30,000 in any 12 month period.
You will NOT need to charge HST if you have **only** long-term residential tenants.

If you determine from this criteria that you must charge and remit HST, please complete the following information:

I have a commercial rental property.

- Select one: Total rent is less than \$30,000, I do not need to file HST
 I will file the HST return myself
 Please file HST for me (additional fee on price list)
my CRA RT Business number is: _____

I have a short-term rental (eg. AirBNB).

NOTE: if you haven't advised AirBNB that you are registered for HST, they will charge & remit it on your behalf.

- Select one: I am not registered for HST; AirBNB is remitting on my behalf.
 I am registered for HST and have advised AirBNB and they AREN'T remitting HST on my behalf
 Please file HST for me (additional fee on price list)
my CRA RT Business number is: _____
 I will file the HST return myself