

**Name:** \_\_\_\_\_

Complete **one** of these forms for **each rental property**. Although we do not need receipts to support these amounts, please keep them for your records in case of a review.

## RENTAL PROPERTY DETAILS

Street Address \_\_\_\_\_

City and Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Number of Units \_\_\_\_\_

Ownership Structure (100% Owned, Partnership, Other) \_\_\_\_\_

Owner # 1 (Name, Ownership %) \_\_\_\_\_

Owner # 2 (Name, Ownership %) \_\_\_\_\_

Owner # 3 (Name, Ownership %) \_\_\_\_\_

Owner # 4 (Name, Ownership %) \_\_\_\_\_

PURCHASE DETAILS*	AMOUNT
Purchase Price	
Date of Purchase (MM/DD/YYYY)	
Outlay Expenses (ie. legal fees, realtor fees, appraisal fees)	

\*If this is the first time Optimize is preparing your tax return, please provide us with the purchase details of this rental property even if you did not purchase the rental property during the current tax year.

SALE DETAILS	AMOUNT
Purchase Price	
Date of Purchase (MM/DD/YYYY)	
Outlay Expenses (ie. legal fees, realtor fees, appraisal fees)	

INCOME	AMOUNT
Total Gross Rent Received	
Other Income (ie. Premiums and leases, sharecropping)	

# REAL ESTATE RENTAL Preparation Form



EXPENSES	AMOUNT
Personal Use Percentage* (if applicable)	
Advertising	
Insurance	
Interest	
Office Expenses	
Professional Fees (includes legal and accounting fees)	
Management and Administration Fees	
Repairs and Maintenance	
Salaries, Wages and Benefits (including employer cont.)	
Property Taxes	
Travel	
Utilities	
Motor Vehicle Expenses (not including CCA)	
Other (specify)	
Other (specify)	

\*If you are renting out a portion of your primary residence (ie. basement apartment which occupies 25% of the home), please provide the percentage that is being used for personal use (75%).

CAPITAL EXPENSES	AMOUNT
Major Renovations or Repairs	
Purchase of Appliances (include type of appliance)	
Other (specify)	