DUFORD & Company Ltd.
Chartered Professional Accountant

Please do not send sensitive information via email.
Deadline to pay file tax– April 30, 2017

To assist in the preparation of your 2016 Personal Income Tax Return, please complete this form and keep all supporting documentation.

Owners: _____ 50/50 assumed unless indicated otherwise

Address of rental _____ Telephone _____

Email _____

Date of rental: _____ to _____ or Full year: ☐

Rental Worksheet 2016

	Total	Personal Use
Rental Income		
Rental Income		
Advertising		
Insurance		
Interest		
Office Expenses		
Legal, accounting		
Management and admin fees		
Maintenance and repairs		
Salaries and wages		
Property Taxes		
Travel		
Utilities (Water, Heat, Electrical, Internet)		
Other Expense		
Purchases over $500: (ie: new appliances major repairs)		

Please provide me with the purchase/sale documents and mortgage documents

- **If you have a new rental property in 2016**
- **If you have sold any property in 2016**

In the event of an audit, the onus of proof is on the taxpayer, unsupported claims may be denied. All expenses should be totalled from actual receipts that can be presented to the CRA upon request. You must keep your records for 6 years from the date your return has been assessed (not the date it was filed)

Confidential when completed.