



**MTS TAX**

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**Rental Income Tax Preparation Checklist**

--- General Information ---

- Address of your rental property \_\_\_\_\_
- Rental period \_\_\_\_\_
- Do you have a co-owner of this property? If yes, what is the name and address of the co-owner, and the percentage of ownership? \_\_\_\_\_
- Your gross rental income \_\_\_\_\_

--- Rental Business Expenses ---

- Advertisement \_\_\_\_\_
- Insurance \_\_\_\_\_
- Interest \_\_\_\_\_
- Office expense \_\_\_\_\_
- Legal and accounting fees \_\_\_\_\_
- Management and administration fees \_\_\_\_\_
- Maintenance and repairs \_\_\_\_\_
- Salaries, wages, and benefits \_\_\_\_\_
- Property taxes \_\_\_\_\_
- Travel \_\_\_\_\_
- Utilities \_\_\_\_\_
- Motor vehicle expenses \_\_\_\_\_
- Other expenses \_\_\_\_\_

--- Capital Cost Allowance ---

- Furnitures \_\_\_\_\_
- Cost value of the building \_\_\_\_\_
- Renovation \_\_\_\_\_
- Others \_\_\_\_\_