

**SUMMARY OF RENTAL ACTIVITIES FOR THE YEAR \_\_\_\_\_ (1 of 2)**  
**(If you have more than one rental property, please provide a separate summary for each property)**

Any notes or questions you may have regarding your rental operation can be noted on a separate sheet.

NAME \_\_\_\_\_

% \_\_\_\_\_ OF OWNERSHIP  
 (if not 100%, provide co-owner details on bottom of page 2)

**RENTAL INCOME**

Address of Property	# of Units	Amount

**OTHER RELATED INCOME**

Description	Amount
<b>Total</b>	

**EXPENSES**

	Amount
Advertising	
Insurance	
Interest and bank charges	
Office expenses	
Legal, accounting and other professional fees	
Management and administration fees	
Maintenance and repairs	
Salaries, wages and benefits	
Property taxes	
Travel	
Utilities	
Other expenses (specify) -	
-	
-	
-	
<b>Totals</b>	

**NOTE** - If this property is also used by the owner(s) personally, please inform us as the above expenses may need to be reduced for personal use portion.

**SUMMARY OF RENTAL ACTIVITIES FOR THE YEAR \_\_\_\_\_ (2 of 2)**

**NAME \_\_\_\_\_**

**DETAILS OF RENTAL FIXED ASSET ADDITIONS DURING THE YEAR**

<b>Year and Description of Asset Acquired</b>	<b>Total</b>

**DETAILS OF RENTAL FIXED ASSET DISPOSALS DURING THE YEAR**

<b>Year and Description of Asset Disposed</b>	<b>Total</b>

**CO-OWNER DETAILS**

<b>Name</b>	<b>Address</b>	<b>SIN</b>	<b>% Ownership</b>