



Tax Preparation form

### **Rental tax information worksheet**

**Submission-** Upon completion of the attached pages, fill in, and sign the disclosure (at the end of this document) and deliver to M2 Financial Solutions. If this is the first year you are bringing your taxes to us, please supply your previous year's tax return.

**You can submit your information to us by:**

1. Email- [taxes@m2solutions.ca](mailto:taxes@m2solutions.ca).
2. Fax- (905) 436-3528.
3. Deliver In person- Please call first 905-436-1784  
Address: 20 Baldwin St., Brooklin, Ontario L1M 1A2  
(See [www.m2financial.ca/contact-us](http://www.m2financial.ca/contact-us) for directions)

**References-** In order to assist you to compile the information, please feel free to use the following resources, or contact us.

1. Our Website: [www.m2financial.ca](http://www.m2financial.ca)
2. Canada Customs and Revenue Agency (CCRA) toll free at 1-800-959-8281.  
CCRA website <http://www.cra-arc.gc.ca/menu-e.html>

## **Section I-General Rental Information**

1. For which taxation year are you filing this return for?
2. How many rental properties do you own or are active in?
3. What is the complete address of your rental property?
4. Is this the first year you are in rental activities?
5. If yes, what date did you start and what was the purchase price?
6. Was this your last year of rental activities?
7. If yes, what date did you sell and what was the sale price?
8. How many units are in the rental property?
9. What is your HST or Business number; if you have one?
10. Are you the only owner/active person?
11. If no, please state the following information for each Partner:  
Full Name, SIN, Address , % of Ownership

**Please do not hesitate to ask for help.**

**M2 Financial Solutions 20 Baldwin St., Brooklin, Ontario L1M 1A2**

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12. Please tell us any other appropriate general rental information you feel we should know whether relevant to the above or not:

**Section II-Income & HST collected by your business**

1. What is the total income you collected do not **include HST**?
2. Did you have other business income other than in question #1? If yes, how much and explain.
3. How much HST did you collect?
4. How much HST did you pay on **eligible expenses**?

**Section III-General Rental Expenses**

Please tell how much you spent on the appropriate expenses. All amounts are business only and **do not include personal, in-home office/business or motor vehicle expenses.**

1. Advertising
2. Insurance (except for motor vehicles and in-home office)
3. Interest and bank charges
4. Maintenance and repairs (except motor vehicle and in-home)
5. Management and Administration fees
6. Office Expenses
7. Legal, Accounting and other professional/consulting fees
8. Property Taxes (except for in-home office)
9. Salaries, wages and benefits
10. Travel expenses
11. Utilities
12. Condo Fees
13. Other Expenses (please specify)

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**Section IV-Assets, equipment, furnishings and other physical items used in the rental property**

- A) Did you purchase any assets, equipment or furnishings during the year? If yes, please list name (i.e. appliances, furniture) and purchase price.
- B) Did you sell or dispose/scrap/donate any assets, equipment or furnishings during the year?  
If yes, please list name (i.e. appliances, furniture) and sale price.
- C) Is there any appropriate information regarding your Assets, equipment and furnishings you feel we should know whether relevant to the above or not?



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**Section V-Motor Vehicle Expenses-To be filled out  
for each vehicle used in the business**

A) Vehicle Mileage **(we recommend using a log book to keep track of your mileage- see our website to download one)**

1. Total Kilometers Driven **(including personal)** in year
2. Total Business Kilometers Driven in year

B) Total Expenses-**including personal amount**

1. Fuel and oil
2. Insurance
3. Interest on car loan
4. Lease payments
5. License and registration
6. Maintenance and repairs
7. Washes
8. CAA (motor league)
9. Parking
10. Other (please specify)

C) If you leased the vehicle, provide your lease agreement.

D) If you had a car loan which you paid interest, please provide the loan agreement and purchase agreement.

E) If you purchased any vehicles during the year, please provide the Vehicle Purchase agreement.

F) If you sold or traded any vehicles during the year, please provide the date sold and sale price.

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**Section VI-In-Home Business expenses (if you use a space in your home for business/office)**

A) Space and/or rooms used

1. What is the area or # of rooms used for business in your home?
2. What is the total area or rooms in the home? **Note:** If you changed in-home office spaces during the year due to moves, etc., please this section (#7) for each in-home office. B) Expenses-please list the total for the year **including personal portion.**

1. Heat
2. Electricity
3. Insurance
4. Maintenance
5. Mortgage Interest
6. Property Taxes
7. Condo Fees
8. Rent
9. Other expenses (please specify)

Is there any appropriate information regarding your in-home?  
Business/office expenses you feel we should know whether relevant to the above or not?



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**Section VII-Disclosure**

I, \_\_\_\_\_, Social Insurance Number \_\_\_\_\_  
(Your full name) (Your SIN)

have read, understand and completed all the relevant procedures required for tax preparation. I have conducted any necessary research, sought any required assistance and I am aware all the data submitted is true and accurate to the best of my knowledge. I do not hold M2 Financial Solutions or its associates liable in any form at any time and accept responsibility for all information supplied.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_