Rental property worksheet

One worksheet for each place you rent out.

How to use this worksheet

1. Type in the shaded boxes. Leave a box empty if it does not apply.
2. Totals add up by themselves in Adobe Acrobat Reader (free). In other apps, just leave them; we add them up.
3. Save the PDF and upload it in your organizer, with your receipts and slips.

You type here | *Example* Shows the format | Adds up by itself

Rent out more than one place? Save a copy of this PDF for each place.

1. The property

Address of the rental
Street, city and postal code

Your share of the property 100 *100% if you own it alone. 50% if you own it with your spouse.*

Other owners
Names only. Leave empty if you are the only owner.

What kind of rental?

Number of units you rent out *A whole house or one condo = 1*

Part of the home that is rented 100 *100% if tenants have the whole place. If you rent one room or a basement in your home, about how much of the home is it?*

Did you or your family also live there?

Months it was rented in 2026 *0 to 12*

Is the tenant a family member? *Rent below market value changes what you can claim.*

Did you buy or sell this property in 2026? *If yes, upload the lawyer's statement of adjustments.*

2. Rent you received

Write the rent you actually got each month, not what was owed.

Month	Rent received	Other money (parking, laundry,	Month	Rent received	Other money (parking, laundry,
e.g. January	$1,850.00	$50.00			
January			July		
February			August		
March			September		
April			October		
May			November		
June			December		
Totals for the year	*Rent received, Other money (parking, laundry, storage) →*				

Total money in

3. What you paid for the property

Whole-year amounts. If you live there too, enter the full bill: we work out the rental part. The ideas under each line are reminders, not a list you must fill.

Cost	What counts	Amount paid in 2026
Advertising and finding tenants	*Listing sites, signs, credit and reference checks, rental agent commission*	
Insurance	*Home or landlord insurance, rental liability policy*	
Mortgage interest	*Interest only, not the part that pays down the loan. Your bank's yearly mortgage statement shows it.*	
Other interest and bank fees	*Interest on a loan or line of credit used to buy or fix the rental, mortgage fees*	
Property tax	*From your city's tax bill*	
Condo fees	*Monthly fees x 12. Special assessments: tell us in the notes*	
Electricity	*Hydro, if you paid it and not the tenant*	
Heat	*Gas, oil or propane*	
Water and sewer	*City water bill*	
Water heater or furnace rental	*Monthly rental on the tank, furnace or A/C*	
Internet, cable and phone	*Only if included in the rent for tenants*	
Repairs and maintenance	*Painting, plumbing, electrical, appliance repairs, locksmith, pest control, cleaning, carpet cleaning*	
Grounds and snow	*Snow removal, lawn care, landscaping upkeep*	
Supplies	*Light bulbs, smoke detector batteries, filters, cleaning products, small tools*	
Property management	*Management fees or commissions*	
Platform and guest costs	*Airbnb or VRBO fees, cleaning between guests, linens, toiletries, guest supplies*	
Legal and accounting fees	*Lease drafting, collecting rent, Landlord and Tenant Board, bookkeeping*	
Wages	*Someone you paid to look after the place (superintendent, cleaner)*	
Licences and registration	*City rental licence, short-term rental registration*	
Alarm and monitoring	*Security or fire monitoring for the rental (we check)*	
Travel to the property	*Only to collect rent or do repairs, and usually only with two or more rentals (we check)*	
Office and admin	*Stamps, printing, rental software or apps*	
Other	*Please explain in the notes below*	
Total		

Money in minus money out		
Your share (rough)		*We fine-tune this, including depreciation (CCA).*

Not deductible

The part of a mortgage payment that pays down the loan, your own time, land transfer tax and legal fees from buying (they add to the cost), fines and penalties. Not sure? Enter it with a note: we decide.

4. Big purchases and renovations

New roof, furnace, windows, flooring, appliances, furniture for a furnished rental, major renovations. These are handled differently from repairs, so list them here.

What you bought or did	Date	Cost
New furnace	2026-05-12	$6,200.00
Total		

Notes for us

Anything we should know. For example: "I sold the old fridge" or "The tenant moved out in June."

Done? Save this PDF and upload it in your organizer, with everything else.
Questions? 343-777-9845 · hello@mbcorp.ca