

Applicable Tax Year _____

GENERAL INFORMATION

1. Owner(s) Name (include all): _____
2. Property Address (Street): _____
City: _____
Province/State: _____
Postal/Zip Code: _____
Country: _____
3. Is this the first year this property has been available for rent?
Yes No
If yes, please provide the purchase documents for the property or an appraisal/valuation for the date placed into service.
4. Is the property a short-term rental (average rental period of 7 days or less)? Yes No
5. Do you offer additional services (meals, laundry, cleaning, etc.)? Yes No *If yes, please explain:*
6. Is your tenant(s) a friend or family member? Yes No
7. Is the amount of rent charged normal for the area? Yes No
If not, please explain:
8. Were there any days when the property could not be occupied by a tenant? Yes No
a. If yes, how many days? _____
b. Why? _____
9. How many days did you occupy the property yourself (if applicable)? _____
10. Was the property sold in the year? Yes No
If yes, please provide all the sale documents.
11. Did you receive or issue any Forms 1099-MISC, 1099K, etc?
Yes No *If yes, please provide AET with a copy.*
12. Did you receive a Form 1098 for your mortgage? Yes No
If yes, please provide AET with a copy.
13. Do you have travel expenses to claim? Yes No
If yes, please complete our [Vehicle Expense Worksheet](#)

Please complete all applicable tables on the following pages.

Currency_____

INCOME

	Current Year	Prior Year (If not prepared by AET)
Gross Rents Received		
Deposit (used up)		
Other Income (Describe)		
Other Income (Describe)		
Other Income (Describe)		
Other Income (Describe)		
Other Income (Describe)		

EXPENSES	Current Year	Prior Year (If not prepared by AET)
Advertising		
Cleaning and Maintenance		
Commissions		
Insurance		
Legal/Professional Fees		
Management Fees		
Mortgage Interest		
Other Interest		
Repairs		
Supplies		
Taxes		
Utilities		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Other (Describe)		

ASSETS	Start date (MM/DD/YYYY)	Value as of Jan. 1 st	Value as of Dec. 31 st	Cost/Value when placed in Service	Date sold/ removed from service
Building					
Land					
Bank Account (last four of acct #)					
Bank Account (last four of acct #)					
Fridge					
Stove					
Dishwasher					
Washing Machine					
Dryer					
Deposit (holding)					
Other (Describe)					
Other (Describe)					
Other (Describe)					

LIABILITIES	Start Date	Amount owing as of Jan. 1 st	Amount owing as of Dec. 31st
Mortgage			
Credit Card			
Deposit Interest Payable			
Other (Describe)			
Other (Describe)			
Other (Describe)			

ADDITIONAL INFORMATION/COMMENTS: