

Applicable Tax Year \_\_\_\_\_

**GENERAL INFORMATION**

Owner(s) Name (include all): \_\_\_\_\_

Property Address (Street): \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country: \_\_\_\_\_

1. 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.*
2. Is the property a short-term rental (average rental period of 7 days or less)? Yes No
3. Do you offer additional services (meals, laundry, cleaning, etc.)? Yes No *If yes, please explain:*
4. Is your tenant(s) a friend or family member? Yes No
5. Is the amount of rent charged normal for the area? Yes No *If not, please explain:*
6. Were there any days when the property could not be occupied by a tenant? Yes No
  - a. If yes, how many days? \_\_\_\_\_ why?
7. How many days did you occupy the property yourself (if applicable) ? \_\_\_\_\_
8. Was the property sold in the year? Yes No *If yes, please provide all the sale documents.*
9. Did you receive or issue any Forms 1099-MISC, 1099K, etc? Yes No *If yes, please provide AET with a copy.*
10. Did you receive a Form 1098 for your mortgage? Yes No *If yes, please provide AET with a copy.*
11. 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.**

INCOME	Currency _____	Current Year	Prior Year (If not prepared by AET)
<b>Gross Rents Received</b>			
<b>Deposit</b> (used up)			
<b>Other Income</b> (Describe)			
<b>Other Income</b> (Describe)			
<b>Other Income</b> (Describe)			
<b>Other Income</b> (Describe)			
<b>Other Income</b> (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)		

ASSETS	Start date <small>MM/DD/YY</small>	Value as of Jan. 1st	Value as of Dec. 31st	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)					

LIABILITIES	Start date <small>MM/DD/YY</small>	Amount owing as of Jan. 1st	Amount owing as of Dec. 31st
<b>Mortgage</b>			
<b>Credit Card</b>			
<b>Deposit Interest Payable</b>			
<b>Other</b> (Describe)			
<b>Other</b> (Describe)			
<b>Other</b> (Describe)			

ADDITIONAL INFORMATION/COMMENTS: