

Real Estate Clients

Fill in all the necessary items that pertain to your business. If you need to include any items that are not listed, please add them. It is important that you keep all the receipts that refer to the numbers to be included on your tax return.

Income (Rental)	

SPREADSHEET OF BUSINESS EXPENSES

Expense Categories	Amount (\$)
Advertising	
Office Expenses	
Office Supplies	
Insurance	
Subscription fees	
Legal fees	
Meals	
Entertainment	
Rent	
Property Taxes	
Mortgage Interest	
Wages/Salaries	
Travel (for business purposes)	

Utilities: Electricity	
Heating	
Water	
Internet	
Phone	
Motor Vehicle Expenses:	
Type of Car - Make & Model	
Gas / Mileage	
Insurance	
Maintenance & Repairs	
Licence & Registration Fee	
Other Car Expenses	
Leasing Papers	
Capital Cost Allowance	
Parking	

I have submitted these numbers to GTP Tax Services Inc to be used for my tax return. I am responsible for the numbers submitted and I have the documents to prove these numbers, if CRA requests them in any assessment requested.

DATE: MM/DD/YYYY

NAME: PRINT AND SIGN