COAST MOUNTAIN ACCOUNTING

CPA CHARTERED PROFESSIONAL ACCOUNTANTS

6-1366 Aster Street, Pemberton, BC | Phone 778-887-4664 | coastmountainaccounting.com

Rental Property Questionnaire

Please complete one questionnaire for each rental property. Click a field and type, or choose from the drop-down lists, save the file, and email it back to us. Fields marked with * are required on our online form.

How to return this form

Please email the completed form to info@coastmountainaccounting.com. Questions? Call 778-887-4664

Personal Information

Name *

Percentage of ownership *

Co-owner

Co-owner Percentage of ownership

Property Information

Street *

City *

Province *

Postal Code *

Number of units

Age of building

Square footage used for rental *

Total square footage of building *

Acquisitions / Dispositions

Is this the first or final year of ownership? *

Select...

Please email info@coastmountainaccounting.com the following documents:

- Statement of adjustments for property purchase
- Invoice for legal services (or amounts thereof)
- Copy of property assessment notice
- Copy of existing asset register

Income

Rental period (yyyy/mm/dd)

Number of nights rented (annual)

Gross Rental Income: (per annum) *

Number of nights available for rent (annual)

Expenses

Advertising: (annual total)

Insurance: (annual total) *

Interest & bank charges: (annual total)

Office expenses: (annual total)

Legal & accounting fees: (annual total)

Management & administration fees: (annual total)

Repairs & maintenance: (annual total)

Salaries, wages & benefits: (annual total)

Property taxes: (annual total) *

Travel: (annual total)

Utilities (gas, hydro): (annual total) *

Motor vehicle expenses: (annual total)

Cleaning fees: (annual total)

Airbnb fees: (annual total)

Strata fees: (annual total)

Dyking fees: (annual total) *

Capital Costs

Building Renovations

Appliances

Refinancing Fees

When finished, save this file and email it to info@coastmountainaccounting.com.

Please do not include your SIN, business or CRA account numbers, or banking details in this file. Call us at 778-887-4664 if we need them.