



Property Owner and Landlord Tax Checklist

In order to better serve you, Cross Corp has created a customized checklist for Property Owners and Landlords, ensuring a confident and efficient filing process. By using this checklist to prepare for our meeting, we can ensure that we get the most out of our time together.

Please note that this list is tailored for Property Owners or Landlords. We encourage you to make use of our free Business Buddy Chatbot on our website to get a headstart. You can ask Business Buddy questions or details about specific forms or expenses to help determine eligibility.

General Information:

- Copy of Your Previous Tax Return (if new client)
- Your Full Name
- Contact Information (Address, Phone Number, Email)
- Social Insurance Number (SIN)

Property Information:

- Addresses and Details of Owned Properties
- Rental Income and Expense Statements

Rental Income:

- Rental Agreements or Leases
- Rent Received Records
- Records of Security Deposits

Expenses (net of GST/HST):

- Property Management Fees
- Mortgage Interest Statements
- Property Tax Statements
- Insurance Premiums
- Repairs and Maintenance Expenses
- Utilities Paid by Landlord
- Advertising Costs for Rental

- Legal and Professional Fees
- Home Office Expenses (if applicable)

Capital Expenses:

- Records of Capital Improvements
- Depreciation Records

Documentation for Expenses:

- Receipts and Invoices for Repairs and Maintenance
- Records of Professional Services
- Mortgage Statements
- Property Tax Bills
- Insurance Premium Invoices
- Utility Bills

Tax Credits and Deductions:

- Claiming Capital Cost Allowance (CCA) on Depreciable Property
- Claiming Eligible Expenses for Rental Properties
- Eligibility for the Home Accessibility Tax Credit (HATC)

Selling a Property:

- Records of Sale
- Purchase and Sale Agreements
- Legal Fees and Closing Costs

HST/GST Implications:

- If applicable, records of HST/GST collected or paid on property transactions.

Other Relevant Documents:

- Notices of Assessment from Previous Years
- Records of Capital Gains or Losses on Property Sales
- Records of Rental Income Earned from Short-Term Rentals (if applicable)

Remember, thorough documentation of your expenses is essential to maximize your eligible deductions and credits. If you have questions or need assistance, our Business

Buddy Chatbot is available on our website to guide you through specific expense categories and help ensure you've covered all eligible items. We look forward to assisting you in optimizing your tax return.