

## **Rental Income Checklist** **2020 Tax Year**

The following checklist is a reference to help you in gathering items needed to prepare the rental statement for your 2020 personal income tax return.

- Accounting book detailing all rental revenue and expenses, added and balanced
- If you use accounting software to record your rental transactions, we request the following printed reports:
  - Balance Sheet
  - Income / Expense Statements (accrual method)
  - Please also include a memory stick with a backup file of your 2020 information. Do not send the 'Accountants Copy', instead select File >Backup and save that to your memory stick.  
  
\* If no memory stick is provided please provide a copy of the General Ledger Report listed by account numbers (include balance sheet and income statement accounts)
- Contracts for equipment and building(s) purchased and sold during the year
- CEBA business relief loan details (amount and date received)

### Important Note:

1. Your records should be added and balanced. Should you wish our firm to add and balance your records, there will be an additional fee charged for that service. Hourly rates would apply in the amount of approximately \$90/hr.