

CLIENT WORKSHEET

SCHEDULE OF RENTAL INCOME AND EXPENSES

OWNER(S) NAME:	
PROPERTY ADDRESS:	

	MONTHLY	ANNUAL (Year: _____)
(A) Rental Income		
(B) Expenses:		
Advertising for tenants		
Insurance		
Mortgage interest		
Office expenses		
Legal, accounting and other professional fees		
Management and administration fees		
Strata fees		
Maintenance and repairs		
Salaries, wages and benefits		
Property taxes		
Travel		
Utilities: Water & Sewer		
Utilities: Heat & Electric		
Other expenses		
(B) Total Expenses		
Net Income (A-B)		
Appliance Replacement		
Renovation Costs		

Do you live at this address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes:		
What is the total square footage of the house?	_____ sqft	
What is the square footage of personal and rental use?	Personal _____ sqft	Rental _____ sqft

CLIENT WORKSHEET

SCHEDULE OF RENTAL INCOME AND EXPENSES for the year _____.

Owner(s) Name: _____

Property Address: _____

INCOME	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Gross rent													

EXPENSES	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Advertising for tenants													
Insurance													
Mortgage interest													
Office expenses													
Legal, accounting and other professional fees													
Management & admin fees													
Strata fees													
Maintenance and repairs													
Salaries, wages & benefits													
Property taxes													
Travel													
Utilities: Water & Sewer													
Utilities: Heat & Electric													
Other													
TOTAL EXPENSES													

NET INCOME	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total

Appliance Replacement	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Renovation Costs													

Do you live at this address? Yes No

If yes:

What is the total square footage of the house? _____ sqft

What is the square footage of personal and rental use? Personal ____sqft Rental ____sqft