

Section 216 Checklist

To file a section 216 return, please fill out this form and return it to us with the required documents.

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CHARTERED ACCOUNTANT

Professional Corporation

Personal Contact

Name _____

Date of Birth ____/____/____ MM/DD/YY

Phone _____

SIN/ITN Number _____

Address _____

Country _____

City _____

Province/State _____ Postal Code _____

E-Mail _____

Gender M F

Rental Property Address

Street _____

City _____

Province/State _____

Postal Code _____

Unit Number _____

Ownership Details

Are you the sole owner of the property or do you have a co-owner?

Co-owner Sole Owner

If you have a co-owner please provide their details below:

Name _____

Phone _____

Address _____

City _____

Province/State _____ Postal Code _____

E-Mail _____

Relationship _____

SIN/ITN # _____

Rental Property Details

Date of Purchase ____/____/____ MM/DD/YY

Acquisition Cost \$ _____

Market Value on date of rental \$ _____

Do You wish to Claim CCA? Yes No
(Recapture of CCA will happen at time of sale)

Sale of Property

Has the Property Been sold? Yes No

If Yes, additional filling is required:

• T2062 Clearance Certificate

Note: If you co-own the rental property, each co-owner must fill form T2062. Failure to do so will result in each co-owner having to pay the penalty fee.

• Section 116 Return

Note: Section 116 is filed once clearance certificate has been issued by the CRA. This is for non-resident tax payment. We will send required documents (if applicable).

Due Date: must be filed no later than 10 days after rental property is disposed.

Penalty: \$25 a day, Min penalty: \$100 - Max penalty: \$2,500

Rental Income and Expenses

Income Total for the year (\$)

Rental Income	\$
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Expenses

Advertising	\$
Insurance	\$
Interest (E.g Mortgage)	\$
Office	\$
Accounting, Legal & professional services	\$
Management & Administrative	\$
Maintenance & Repairs	\$
Property Taxes & Repairs	\$
Utilities	\$
Motor Vehicle	\$
Other Expenses	\$

Total Expenses:	\$
Net Rental Income/loss	\$

Agent Section

Do you have an agent? If so, please provide their details below:

Due Date for NR-4: March 31st
Penalty: May assess a \$100 penalty

Agent Name _____

Agent Phone _____

Agent Address _____

City _____

Province/State _____ Postal Code _____

Agent E-Mail _____

Non-Resident Account Number: _____

Non-Resident Taxes Withheld and Remitted: \$ _____

To Get a Non- Resident Account Number

Call 1-855-284-5946

The CRA may Request the following:

- Agent SIN or Business Number
- Agent Address
- Agent Phone
- Rental Property Address
- Gross Monthly Rent
- ITN / SIN of Customer