

## Section 216 Checklist

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

### Personal Contact

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ MM / DD / YY  
 Phone \_\_\_\_\_ SIN/ITN Number \_\_\_\_\_  
 Address \_\_\_\_\_ Country \_\_\_\_\_  
 City \_\_\_\_\_ Gender  M  F  
 Province/State \_\_\_\_\_ Postal Code \_\_\_\_\_  
 E-Mail \_\_\_\_\_

### Rental Property Address

Street \_\_\_\_\_  
 City \_\_\_\_\_  
 Province/State \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Unit Number \_\_\_\_\_

### 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)

### 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 # \_\_\_\_\_

### 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:	\$ 0
Net Rental Income/loss	\$ 0

## 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