

STATEMENT OF INCOME AND EXPENSES OF THE IMMOVABLE as of July 1st, 2021*

PROPERTY	Account number :	Matricule :	OWNER OCCUPANT : ____ %
	Address :	Municipality:	

INCOME PRODUCED BY IMMOVABLE *YEAR END DATE (MM/DD)___/___

	Year 20__	Year 20__
RENTS COLLECTED (EXCLUDING G.S.T. AND Q.S.T.)		
Base rents		
- Businesses	105	
- Dwellings (excluding garages and parking spaces)	101	
- Offices	103	
- Warehouses	109	
- Industries, factories, lofts	107	
- Parking spaces and garages	111	
- Other rents (specify)	115	
Additional rents		
As per clauses allowing for the recovery of all or part of the following operating expenses from tenants :		
- Energy (HVAC and electricity)	120	
- Maintenance and other operating expenses (excl. energy and taxes)	138	
- Municipal and school taxes	160	
- Non-residential portion of property taxes	162	
- Water and services taxes	164	
OTHER INCOME (EXCLUDING G.S.T. and Q.S.T.)	169	
Other income collected (antennas, billboards, etc.) specify :	176	
TOTAL INCOME COLLECTED (EXCLUDING G.S.T. and Q.S.T.)	100	
Bad debts (rents due but not collected)	273	

*(Enter the 2 most recent full financial years available)

I HEREBY DECLARE THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE		
Representative's name : (in block letters)	Signature :	Date :
Title :	Company :	
email address :	Telephone :	

OPERATING EXPENSES OF THE IMMOVABLE (EXCLUDING G.S.T. AND Q.S.T.)
 (Amounts invoiced to owner, recoverable or not)

	Year 20__	Year 20__
<i>Indicate the years retained for the amounts declared :</i>		
Heating : (check) <input type="checkbox"/> common areas only OR	221	
Gaz <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> <input type="checkbox"/> ____% of total gross leasable area	222	
Electricity <input type="checkbox"/> common areas only OR	223	
<input type="checkbox"/> ____% of total gross leasable area	225	
Air conditioning <input type="checkbox"/> common areas only OR	228	
<input type="checkbox"/> ____% of total gross leasable area	229	
For lines 230 to 243 : Write down the amount for each expenditure item or number of the line where this expenditure is included. Also, if work was contracted to a supplier, check box (contract : <input checked="" type="checkbox"/>)		
Cleaning (amount included on line ____) contract : <input type="checkbox"/>	230	
Maintenance Snow removal/lawn care (amount included on line ____) contract : <input type="checkbox"/>	232	
Elevator (amount included on line ____) contract : <input type="checkbox"/>	236	
Upkeep and repairs (amount included on line ____) contract : <input type="checkbox"/>	238	
Major repairs (Capital expenditures) ex.: Roof, plumbing, etc. (specify)	245	
Security (amount included on line ____) contract : <input type="checkbox"/>	240	
Administration (amount included on line ____) contract : <input type="checkbox"/>	242	
If managed by owner, enter the estimated value of her/his work and expenditures	243	
Salary and fringe benefits related to the immovable (janitor or other not included on line above)	244	
Professional fees (accountant or other, specify)	250	
Rental commissions and advertising contract : <input type="checkbox"/>	252	
Insurance (fire and liability)	254	
Municipal taxes	260	
School tax (check, if amount included on line 260 <input type="checkbox"/>)	263	
Water and services taxes (check, if amount included on line 260 <input type="checkbox"/>)	264	
Other tax(es) (specify)	265	
Other operating expenses (specify)	276	
TOTAL OPERATING EXPENSES (EXCLUDING G.S.T. AND Q.S.T.)	200	
G.S.T. and Q.S.T. paid on operating expenses (residential)	270	

USER GUIDE

Section	Description	Instructions
Header	as of July 1st, 2021	Reference date in preparation of the roll - serves as a reference to inform that we need to obtain the data that best reflects this reference date. What we need to get are the income and expenses for 2 periods of a full year. It is not necessary that this year be from January 1st to December 31st. Use the normal fiscal year of your property, closest to our reference date.
Property	OWNER OCCUPANT: ___%	If the immovable is used by the owner and/or a legal person under his responsibility (entirely or in part), the approximate % of occupancy must be entered by the owner or his subsidiary. If the percentage is 100%, leave the INCOME section blank. If it is below 100%, enter all the rents and other income collected or "NO INCOME" in the INCOME section, as applicable. In all cases, The OPERATING EXPENSES section must be filled out.
	YEAR END DATE (MM/DD)	Enter the month and the day of the fiscal year end date used to complete the form, eg 06/30 or 12/31.
Income - Column head	20__	Enter the fiscal years retained for the income declared and produced by the property
Expenses - Column head	20__	Enter the fiscal years retained for the operating expenses of the immovable declared
Income	Line 162	Non residential portion of the property taxes: If this tax is collected separately from the property taxes, enter the amount on this line.
Operating expenses	Lines 260 and 263	Municipal taxes and school tax: The municipal taxes amount involved here is usually the total amount of the municipal tax bill for line 260 and the total amount of the school tax bill for line 263.
Operating expenses	Line 270	G.S.T. and Q.S.T. paid: Line 270 is used to show the G.S.T. and Q.S.T. amounts paid on operating expenses applicable to residential properties only.

Correct or complete any PRE-PRINTED INFORMATION regarding the property directly on the forms.