

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

PROPERTY	Account number :	Matricule :
	Address :	Municipality:

*YEAR END DATE (MM/DD) ___ / ___

INCOME PRODUCED BY IMMOVABLE

	Year	Year
RENTS AND OTHER INCOME COLLECTED (EXCLUDING G.S.T. AND Q.S.T.)	20__	20__
- Dwellings (excluding garages and parking spaces)	101	
- Businesses	105	
- Parking spaces and garages	111	
Additional income : laundry, internet, others (specify) :	119	
Additional rents : recovery of operating expenses from tenants (energy, taxes ...):	165	
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)

BUILDING CONDITION

(check to the best of your knowledge)

		Poor			Good			Excellent			% Renovated	Year	Costs (\$)
E X T E R I O R	Doors												
	Windows												
	Balconies												
	Roof												
	Brick joints												
	Siding												
	Remark :												

		Poor			Good			Excellent			% Renovated	Year	Costs (\$)					
		I N T E R I O R	Kitchens															
			Bathrooms															
			Plumbing															
			Electricity															
			Common areas															
Garages																		
Remark :																		

Indicate apartment number of units in very poor condition (uninhabitable) :

OPERATING EXPENSES OF THE IMMOVABLE (INCLUDING G.S.T. AND Q.S.T.)

	Year	Year
	20__	20__
Heating : (check) Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/>	220	
Electricity <input type="checkbox"/> and Air conditioning <input type="checkbox"/>	224	
For lines 232 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"/>)		
Maintenance Snow removal/lawn care (amount included on line _____) contract : <input type="checkbox"/>	232	
Swimming pool (amount included on line _____) contract : <input type="checkbox"/>	234	
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 (doorman) (amount included on line _____) contract : <input type="checkbox"/>	241	
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 (not included on lines above)	244	
Professional fees (specify)	250	
Rental commissions and advertising	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 (INCLUDING G.S.T. AND Q.S.T.)	201	

I HEREBY DECLARE THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE

Representative's name : (in block letters)	Signature :	Date :
Title :	Company :	
email address :		Telephone :

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.
	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 119	As Additional income, inscribe all incomes of other source (internet services, billboards, laundry...)
Income	Line 165	Enter the operating expenses recovered from the tenants: Heating, electricity, taxes, maintenance ...
Operating expenses	Line 244	Enter any salary paid for the maintenance of the building or services rendered by the building (porter, concierge ...)
Operating expenses	Line 250	Enter any professional fees paid for the management of the building (accounting or other, specify)
Operating expenses	Lines 260 et 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.

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