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EXPENSES

Vehicle Expenses

Fuel & Oil	_____
Repairs	_____
Washing & Upkeep	_____
Licence	_____
Insurance	_____
Car Loan, including interest	_____
Other (<i>provide details</i>)	_____

Capital Cost Allowance and Depreciation are not allowable expenses for CRH rent calculation purposes.

TOTAL AUTO EXPENSES	_____
Less Auto Expenses paid by co-owner	_____
Subtotal	_____
Less 30% of SUBTOTAL AUTO EXPENSES (<i>personal use</i>)	_____
TOTAL AUTO EXPENSES	_____ B

BUSINESS EXPENSES

Fees Paid to Cab Company (<i>please provide receipts</i>)	_____
Taxi Cab Rental/Lease	_____
Office & Supplies	_____
Bank Service Charges	_____
Accounting	_____
Legal	_____
Other	_____

TOTAL BUSINESS EXPENSES	_____ C
Is GST included in your expenses [] Yes [] No	
If YES, how much are you claiming \$ _____	
TOTAL EXPENSES B + C	_____ D
TOTAL INCOME A - D	=====

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I declare the information contained in this form to be true, correct and complete. I will provide vouchers, receipts and other verification upon request. I authorize Capital Region Housing to analyse the Financial Statements and supporting documents and to make inquiries wherever it is deemed necessary to verify the facts. I understand that the information provided in these statements is subject to audit by Capital Region Housing.

Name _____

T-Code _____

Date Completed _____

Address _____

Telephone _____

Tenant Signature _____

Please attach a certified copy of your personal tax return for the most recent year ended.

GLOSSARY OF TERMS

GST

- Persons earning less than \$30,000 per year may decide whether or not they collect GST. If they collect GST, they can deduct input tax credits from GST collected and therefore cannot claim GST as a business expense. If they do not collect GST, they cannot claim what they paid out as input tax credits but they can claim GST as a business expense.

VEHICLE EXPENSES AND MAINTENANCE

- Costs to maintain business vehicles, includes gas, oil, insurance, registration and vehicle repair costs, less 30% personal use. Please Note: Enter 70% on line "B".

INSURANCE

- Liability insurance and vehicle insurance on vehicle relating to the operation of the business.

INTEREST, BANK CHARGES

- Bank account fees and interest paid on loans that relate to the operation of the business. Please note: Interest on loan is deductible.

BUSINESS TAX, FEES AND BUSINESS LICENCES

- Fees paid to obtain business licences, amounts paid to keep your membership in a trade association etc.

OFFICE & SUPPLIES

- Materials and supplies used in the day to day operations of the office, examples would be: pens, file folders, printed matter and other miscellaneous items. Other items would include postage costs, and business telephone costs. May also include rent and other costs on property relating to the business location outside of the home you live in. Please Note: Rent and utility costs for the business use of a work space in your home are not considered a deductible expense for rent calculation purposes.

ACCOUNTING AND LEGAL FEES

- Fees paid to accounting firms for statement preparation and income tax refunds relating to the business. Amounts paid to lawyers for legal matters relating to the operation of the business.

OTHER

- Miscellaneous items not mentioned above. Please specify.
- Capital Cost Allowance or depreciation is not considered an expense for rent calculation purposes.
- Includes such items as fees paid to collection agencies and any small claims court cost fees resulting from efforts made to collect receivables. Amounts uncollectible on accounts which have been already included in income.