



Questionnaire for Real Estate Agents v.16

ALL figures net of HST if the business is registered for HST {unless you specify otherwise}

It is your responsibility to have supporting documents/receipts for all your expenses and income

Please provide annual Broker statement if you have received one

Income Amount
✓ Commissions Received (EFT Payments) (T4A box 20) \$

Direct Costs Amount
✓ Broker fees (if not removed from commission income report) \$
✓ Admin fees (from broker annual statement) \$
✓ Direct wages paid for admin staff (Incl. employers contributions) \$

Operating Expenses Amount
✓ Advertising \$
✓ Bank charges \$
✓ Buffini and other coaching programs \$
✓ Client gifts and referral awards \$
✓ Continuing education seminars and courses \$
✓ Computer related (not new equip. purchases) \$
✓ Legal, accounting and other professional fees \$
✓ Meals and entertainment \$
✓ Office expenses (incl. postage) \$
✓ RECO Insurance \$
✓ Staging Supplies \$
✓ Supplies (incl. signs and installs) \$
✓ Telephone \$
✓ Travel \$
✓ TREB/OMDREB other fees and dues \$
✓ Other: \$



Motor vehicle expenses	Amount
✓ Car lease	\$ _____
✓ Finance payment (please include loan details)	\$ _____
✓ Fuel costs	\$ _____
✓ Insurance	\$ _____
✓ Repairs and maintenance	\$ _____
✓ 407 ETR	\$ _____
✓ Car wash	\$ _____
✓ License and registration	\$ _____
✓ Parking	\$ _____

Total Km Driven: **Total km for business:**

Calculation of business-use-of home	Amount
✓ Heat	\$ _____
✓ Hydro	\$ _____
✓ Insurance	\$ _____
✓ Maintenance	\$ _____
✓ Mortgage Interest	\$ _____
✓ Property taxes	\$ _____

Total sq footage of house: **Total sq footage of office:**

List the cost of all new business assets	<i>*Provide invoices*</i>
✓ Vehicle	\$ _____
✓ Computer hardware	\$ _____
✓ Furniture and Fixtures	\$ _____
✓ Equipment	\$ _____
✓ Other: (explain)	\$ _____

Any further questions regarding any of these items please do not hesitate to contact our office at (905) 693-8269