



Questionnaire for Real Estate Agents v.19

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

Table with 2 columns: Description and Amount. Rows include Income (Commissions Received), Direct Costs (Broker fees, Admin fees, Direct wages), and Operating Expenses (Advertising, Bank charges, Buffini and other coaching programs, Client gifts and referral awards, Continuing education seminars and courses, Computer related, Legal, accounting and other professional fees, Meals and entertainment, Office expenses, RECO Insurance, Staging Supplies, Supplies, Telephone, Travel, TREB/OMDREB other real estate board fees, 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/ Rent	\$ _____
✓ Property taxes	\$ _____
Total sq. footage of house: Total sq. footage of office:	
List the cost of all new business assets <i>*Provide invoices*</i>	Amount
✓ Vehicle	\$ _____
✓ Computer hardware	\$ _____
✓ Furniture and Fixtures	\$ _____
✓ Equipment	\$ _____
✓ Other: (explain)	\$ _____

Any further questions regarding any of these items please to contact our office at (905) 693-8269