



Questionnaire for Real Estate Agents v.21

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\***

Income	Amount
✓ Other income not reported on T4A from Brokerage	\$ _____
Direct Costs	Amount
✓ 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 real estate board fees	\$ _____
✓ Other:	\$ _____



Motor vehicle expenses	Amount
✓ Car lease (If we don't have a copy from prev. provide one)	\$ _____
✓ Finance payment (If we don't have a copy from prev. provide one)	\$ _____
✓ Fuel costs	\$ _____
✓ Insurance (Payment for vehicle your claiming only)	\$ _____
✓ 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 (Finance or Cash purchase)	\$ _____
✓ Computer hardware	\$ _____
✓ Furniture and Fixtures	\$ _____
✓ Equipment	\$ _____
✓ Staging Inventory Items	\$ _____
✓ Other: (explain)	\$ _____

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