

**ORGANIZER FOR U.S. REAL ESTATE**

(FOR INTERNAL USE ONLY BY THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED)

NAME \_\_\_\_\_ FOR TAX RETURN YEAR ENDED \_\_\_\_\_ CURRENT DATE \_\_\_\_\_

(A separate organizer must be completed for each U.S. property)

TO AVOID DELAY WITH YOUR RETURN PLEASE ANSWER ALL QUESTIONS AND PROVIDE COPIES OF NECESSARY DOCUMENTATION

**PART I - U.S. REAL ESTATE RENTALS**

For each U.S. property for which you received rental income during the year please provide the following:

1. Property address \_\_\_\_\_
2. Number of days during the year the property was:
  - a) Leased \_\_\_\_\_ b) Used personally \_\_\_\_\_ c) Vacant \_\_\_\_\_ d) Offered for rent (even if not rented) \_\_\_\_\_
3. Gross rental income received during the tax year \_\_\_\_\_ (please include advance/pre-paid rent received during the tax year)
4. Expenses paid during the tax year (list below or attach home country tax return):
 

Advertising _____	Insurance _____
Cleaning & Maintenance _____	Utilities _____
Commissions _____	Other (describe) _____
Legal/Professional Fees _____	<u>Taxes:</u>
Tax Return Prep fees _____	- Real Estate Tax _____
Repairs _____	- Sales Tax _____
Repair Assessments _____	- Tourist Development Tax _____
Supplies _____	- Personal Property Tax _____
Interest (See (1) below) _____	- Other Taxes _____

In what currency (i.e. U.S. dollars, CDN dollars, Euros, etc.) is the above information presented? \_\_\_\_\_

(1) For interest expense please provide:

- a) Did the interest arise on a mortgage on the above property? Yes / No \_\_\_\_\_  
If "Yes", please attach a copy of the note and mortgage, and settlement statement (HUD-1) or closing disclosure.
- b) If the interest is not on a mortgage on the above property, how and when did the debt arise and to whom is it payable? \_\_\_\_\_  
In this case, is the loan secured by any assets anywhere in the world? Yes / No \_\_\_\_\_
- c) Does any of the above debt exceed 80% of the value of the above property? Yes / No \_\_\_\_\_
- d) Please provide the principal loan balance at the beginning and end of the tax year for each mortgage/debt.

5. Was all the rental income received from tenants on a written lease exceeding six months? Yes / No \_\_\_\_\_  
If "Yes", please attach a copy of the lease.
6. Was State Sales tax collected from the tenant and paid to the state? Yes / No \_\_\_\_\_  
If "Yes", is the State Sales Tax included in the amount for "Gross Rental Income" listed on line 3 above? Yes / No \_\_\_\_\_
7. Was County Tourist Development Tax collected from the tenant and paid to the county? Yes / No \_\_\_\_\_  
If "Yes", is County Tourist Development Tax included in the amount for "Gross Rental Income" listed on line 3 above? Yes / No \_\_\_\_\_
8. Was County Personal Property Tax paid on the appliances and furnishings? Yes / No \_\_\_\_\_
9. Have you prepared (or will you prepare) your own 2021 County Personal Property Tax Return? Yes / No \_\_\_\_\_  
If "No", would you like us to prepare the County Personal Property Tax Return, if required? Yes / No \_\_\_\_\_
10. Did you file U.S. Department of Commerce Form BE-13 to report your U.S. rental property? Yes / No \_\_\_\_\_  
(Potential \$2,500 penalty).

Please complete reverse side also



**PART II - U.S. REAL ESTATE OWNED AT ANY TIME DURING THE YEAR**

(If we previously prepared a return for you, please only provide information regarding changes or additions since the last tax return was prepared)

For each U.S. property you owned during the year, please attach a copy of the deed and settlement statement (HUD-1) or closing disclosure from the purchase and provide:

11. Type of property (i.e. home/condo/multi-family) \_\_\_\_\_ Date purchased \_\_\_\_\_

12. The property is owned:  Solely by you  Jointly with your spouse (if individual taxpayer)  Other

13. Property address \_\_\_\_\_

Cost \_\_\_\_\_ Was the property purchased furnished or unfurnished?  Furnished  Unfurnished

If purchased furnished, what is a reasonable portion of the purchase price to allocate to the value of the furnishing? \_\_\_\_\_

Description	Date	Cost
Subsequent Improvements _____	_____	_____
Condo or HOA assessments paid for improvements _____	_____	_____
Furnishings purchased _____	_____	_____

In what currency (i.e. U.S. dollars, CDN dollars, Euros, etc) is the above information presented? \_\_\_\_\_

14. Do you own any additional property(ies)? Yes / No\_\_\_\_\_. If "Yes", please provide the information for each property on a separate sheet.

**PART III - U.S. REAL ESTATE SALES AND POTENTIAL SALES**

15. Do you currently have U.S. property listed for sale or do you intend to list property for sale in the near future? Yes / No\_\_\_\_\_

16. Did you sell U.S. real estate during the year? Yes / No\_\_\_\_\_

If "Yes", for each U.S. property you sold during the year, please attach a copy of the sales contract, deed, and also the settlement statement (HUD-1) or closing disclosure for both, the purchase, and sale of the property, and also IRS Form 8288-A (your receipt for any tax withheld on the sale) if any, and provide:

17. Property address \_\_\_\_\_

18. Date sold \_\_\_\_\_ Selling price \_\_\_\_\_ Was the property sold furnished or unfurnished?  Furnished  Unfurnished

19. The property was owned:  Solely by you  Jointly with your spouse (if individual taxpayer)  Other

20. Please provide amounts for all expenses paid during the year of sale up to the date of sale. (i.e., insurance, repairs, utilities, taxes, etc. Please provide either on Line #4 above or on a separate sheet.)

21. Please provide a list of assessments for condominium or HOA common area improvements.

22. **Have you answered all questions & supplied all documents requested on this questionnaire?** Yes / No\_\_\_\_\_

**If "No" please explain, otherwise your tax return may be delayed and/or the fee may be increased because of the extra time required.**

\_\_\_\_\_

Signed: \_\_\_\_\_