

## Rental Offset Options



There are two Rental Income Options available to add rental income to the gross income:


- **Add Percentage:** A percentage of the rental income is added to the gross income
- **Reduce by Rental Expenses:** A percentage of the **net** rental income is added to the gross income. Net rental income is rental income minus expenses (corresponding mortgage payment+ property expenses + taxes, heat & condo fee, etc).

### Add Percentage to Gross Income

1. After selecting 'Owner-Occupied & Rental' or 'Rental' from the Occupancy drop-down list, enter the total monthly rental income amount.
2. From the Rental Income Options drop-down list, select 'Add Percentage to Gross Income'.
3. In the Inclusion/Offset field, enter the percentage to add to gross income.
4. Click **Save** or **OK** to update the GDS & TDS.

Property 1

Occupancy: Owner-Occupied & Rental  

Country: Canada  Unit:  Street Number:

*Example: \$1000 Rental Income with an 80% Inclusion/Offset = \$800 added to total Gross Income amount.*

### Reduce Rental Expenses and Add Balance to Gross Income

1. After selecting 'Owner-Occupied & Rental' or 'Rental' from the Occupancy drop-down list, enter the total monthly rental income amount.
2. From the Rental Income Options drop-down list, select 'Reduce Rental exp., add bal to Gross Inc.'.
3. In the Inclusion/Offset field, enter percentage to add to gross income.

*Note:* If you are unable to use (or there is no) surplus income after eliminating expenses the Inclusion/Offset % should be entered as 0%.

4. Click Save or OK to update the GDS & TDS.

*Example: \$1000 Rental Income - \$900 expenses (mtg. payment, taxes, heat & condo fee) = \$900 with a 100% Inclusion/Offset = \$100 added to Gross Income.*

*Example: \$1000 Rental Income - \$500 expenses (mtg. payment, taxes, heat & condo fee) = \$500 with an 80% Inclusion/Offset= \$400 added to the Gross Income.*