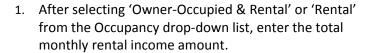


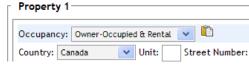
## **Rental Offset Options**

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**





- 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.

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.

