

## RENTAL PROPERTY INFORMATION

Property: \_\_\_\_\_ Client: \_\_\_\_\_ Tax Year \_\_\_\_\_

Expenses	
Advertising	
Auto Travel	
Hotel	
Food	
Bank Charges	
Cell Phone	
Cleaning Service	
City Fees/Licenses	
Equipment rental	
Management Fees	
Insurance	
Mortgage Interest	
Legal/Accounting	
Repairs - misc.	
Electrical	
Carpentry	
Painting/Decorating	
Plumbing	
Supplies	
Office/Postage	
PO Box	
Real Estate Taxes	
Renter Gifts	
Small Tools	
Utilities - Electricity	
Utilities - Gas/Heat	
Utilities - Water	
Utilities - Sewer/Trash	
Yardwork/Gardner	
Other	
Total	-
Rental Income	
Tenant #1	
Tenant #2	
Tenant #3	
Tenant #4	
Tenant #5	
Tenant #6	
Total	-
Other Information	

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Major Purchases	
Computer Equipment	
Fax Machine	
Cell Phone	
PDA's	
Refrigerators	
Stoves	
Dishwasher	
File Cabinets	
Scanners	
Software	
Furniture	
Windows	
Improvements - List	
Improvements - List	
Roof	
Siding	
Outside Labor	
Carpeting/Flooring	
Doors	
Blinds	
Drapes	
Lawnmower	
Snowblower	
Yard Equipment	
Fencing	
Other	
Other	
Total	-
Mixed Use / Vacation Home	
Total Square Feet of home	
Owner Occupied Sq. Ft.	
Rental Sq. Ft.	
# of days used personally	
Is property rented to relatives?	
Other Information	