

**RENTAL PROPERTY INCOME & EXPENSE WORKSHEET**

To maximize your deductions, please complete this form.

**Client:** \_\_\_\_\_ **Tax Year:** \_\_\_\_\_

**Property:** \_\_\_\_\_

Accounting method: Cash or accrual?		Pest Control / Jantorial	\$
Did you participate "actively" this year?		<b>Repairs:</b>	
Did you participate "materially" this year?		Appliances	\$
1 <sup>st</sup> date property offered for rent?		Electrical	\$
Days rented?		Equipment Rental	\$
<b>Rental Income</b>	\$	HVAC	\$
Deposit	\$	Other	\$
<b>Total Income</b>	\$	Plumbing	\$
Deposit Refunds	\$	Roof	\$
		Structure	\$
Advertising	\$	Storage, Rental	\$
Alarm System – Security	\$	Supplies	\$
Bookkeeping / Accounting	\$	Tools – Small (under \$200)	\$
Casual Labor (provide 1099s)	\$	Travel Away From Home (overnight)	\$
Cleaning & Maintenance	\$	Lodging	\$
Commissions / Referral Fees	\$	Transportation Expenses	\$
Credit Checks	\$	<b>Utilites:</b>	
HOA / POA Dues	\$	Electricity	\$
Insurance	\$	Gas	\$
Interest – Mortgage	\$	Other	\$
Interest – Other	\$	Pager	\$
Keys	\$	Sewer	\$
Legal & Professional Fees	\$	Telephone (all)	\$
Licenses	\$	Trash	\$
Lock Boxes	\$	Water	\$
Locks	\$	Wages (provide W-2s)	\$
Management Fees	\$	Payroll Taxes	\$
Mileage – Total	\$	Tax – Personal Property	\$
Mileage – Business	\$	Tax – Land & Improvements	\$
Mileage – Miscellaneous	\$	<b>Equipment Purchased This Year:</b>	
<b>Office:</b>		Item:	\$
Bank charges	\$	Item:	\$
Notary	\$	Item:	\$
Postage	\$	Item:	\$
Supplies	\$	Item:	\$
Other: _____	\$	Other expenses: _____	\$
Other: _____	\$	Other expenses: _____	\$

The above expenses are ordinary & necessary for my rental operations. I have receipts to support these expenses.

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