

# Rental Income and Expenses

Taxpayer Name \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Property Type:     Single Family     Multi-Family     Vacation/Short-Term     Commercial  
                           Land                     Self-rental             Other \_\_\_\_\_

Did you or a member of your family use any property for more than 14 days for personal purposes?.....  Yes     No  
 If the answer is yes, special calculations and limitations apply.

Did you actively participate in the management of this rental?.....  Yes     No

Did you completely dispose of this property?.....  Yes     No  
 If you sold this rental, please bring sale documents, **including** escrow **instructions**.

Did you purchase or convert this property to rental status during the year?.....  Yes     No  
 If this property was acquired this year, bring purchase **settlement statement** and property **tax bill**. Show improvements made prior to start of rental activity in table on the next page.

If this property was converted to a rental this year, bring **purchase records**, property **tax bill** for year of purchase, and a **list of improvements** made prior to start of rental activity. If you converted your residence to a rental, there are SPECIAL RULES – call us for the information you need to bring. If the property was acquired through a tax-deferred exchange, please bring records showing exchange details.

Did you receive a Form 1099-MISC for any of your rental income?.....  Yes     No

Do you co-own any of these properties with someone other than your spouse?.....  Yes     No

INCOME		
Description of transaction/activity	Amount	
Rent received this year Include all income actually collected during the year, even if for prior or future obligations. Include purchase option payments; they are considered income now but will be an adjustment to sales price when option is exercised.		
Refundable deposits received this year Deposits will not be included in income until tenant forfeits them. Do not show deposits refunded as expenses if those deposits were not previously included in income.		
Advance rents ("last month")		
Coin machine collections		
Garage/parking fees		
Deposits forfeited by tenant (amounts you didn't return)		
<b>DO NOT INCLUDE</b> amounts from settlement statements on the purchase, sale or refinance of any property.		
EXPENSES		
Description of transaction/activity	Amount	
Advertising		
Cleaning/ Maintenance	Cleaning: Appliances, carpets, floors	
	Hardware: Locks, keys, screens	
	Software: Curtains, blinds, decorating	
	Pest control, exterminators	
	Trash disposal	
Car and Truck Expenses (use separate worksheet)		
Commissions/Property Manager Fee		

## EXPENSES (continued)

Description of transaction/activity		Amount
	Insurance (fire/theft/liability/FHA/PMI)	
	Legal & Professional fees	
	Mortgage Interest (paid to banks, etc. <b>FORM 1098</b> )	
	Other Interest (paid to individuals - no 1098)	
Repairs	Air conditioning, heating	
	Carpentry, flooring	
	Lighting, electrical systems	
	Painting, patching, wall covering	
	Plumbing, piping, drains, water heater	
	Roofing, fencing, patio, exterior repairs	
	For repairs exceeding \$500 <i>per item</i> or improvements – list separately under "IMPROVEMENTS." <b>DO NOT DUPLICATE.</b>	
	Supplies	
	Taxes (property, escrow charge/credit, etc.)	
	Utilities (electricity, gas, trash, water, etc.)	
	Wages & Salaries You may be required to issue a W-2 or 1099-MISC to workers employed at your rental properties.	
Other	HOA dues, memberships	
	Bank charges, credit checks, safe deposit box	
	Licenses, permits, registration	
	Postage, phone calls, PO box rental	
	Refunds of deposits (only if originally included as income)	

### IMPROVEMENTS & MAJOR REPAIRS \$500+

(items that increase value or extend the life of the property) **Do Not Duplicate Elsewhere**

DATE		DESCRIPTION	AMOUNT
Acquired	In Service		