

**Rental Income & Expenses**

Tax Year \_\_\_\_\_

**Advisor Tax Services**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Type of rental: \_\_\_\_ long-term \_\_\_\_ short-term (< 30 days) \_\_\_\_ both

% of building that is rented \_\_\_\_\_

days rented \_\_\_\_\_ days used personally \_\_\_\_\_ days empty \_\_\_\_\_

Y N Do you use AirBNB, VRBO/Homeaway or other rental agency ?

Y N N/A If Yes to above, do you have 1099 forms from them ?

Y N Did you spend at least 250 hours managing your rental property during the year ?

**Income:**

Rent \_\_\_\_\_ (include advance rent received for following year)

Deposits retained \_\_\_\_\_ (deposits not returned to tenant after they move out)

**Expenses:** Note: if property is partially rented (such as a duplex) include total costs for entire building, then the % of rental entered above will be applied. Also, indicate if the expense is to be applied 100% to the rental activity (ex. Advertising, Commissions).

**100% rental ?**

Advertising \_\_\_\_\_

Cleaning & Maintenance \_\_\_\_\_

Commissions \_\_\_\_\_

Insurance \_\_\_\_\_

Legal & Accounting fees \_\_\_\_\_

Management fees \_\_\_\_\_

Mortgage interest \_\_\_\_\_

Equity loan interest \_\_\_\_\_

Other interest \_\_\_\_\_

Repairs \_\_\_\_\_

Supplies \_\_\_\_\_

Property Taxes \_\_\_\_\_

Utilities \_\_\_\_\_

Homeowner's/Condo fees \_\_\_\_\_

Bank fees \_\_\_\_\_

Plowing \_\_\_\_\_

Postage \_\_\_\_\_

Trash pickup \_\_\_\_\_

Long distance telephone \_\_\_\_\_

Telephone (on site) \_\_\_\_\_

Water & Sewer \_\_\_\_\_

Equipment rental \_\_\_\_\_

Other (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_

**Improvements:** (such as addition, new roof, windows, furnace, driveway, landscaping, remodeled kitchen or bath, etc.)

Date	Item	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Travel to and from property:**

Lodging \_\_\_\_\_

Air/train/bus \_\_\_\_\_

Parking/tolls \_\_\_\_\_

Rental car \_\_\_\_\_

**Other essential documents:**

Latest property tax bill

Settlement statement (HUD-1 form) - if property was purchased or refinanced this year

Tax assessment sheet (CAMA report) - if property was purchased this year (get from town lister)