

Name _____ Signature _____ Date _____

% of building that is rented _____
days rented if not for full year _____ days used personally _____ days empty _____

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 heater rental _____
- Water & Sewer _____
- Equipment rental _____
- 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 _____
- Mileage _____

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)