

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)