

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)