

# Rental Property Worksheet

(Use a separate sheet for each property. Do not duplicate expenses.)

Address of property: \_\_\_\_\_

Owned by:  Client     Spouse     Jointly    Ownership %: \_\_\_\_\_

Days rented: \_\_\_\_\_ Days rented at fair market value: \_\_\_\_\_

Days of personal use (including use by relatives): \_\_\_\_\_

**If property was purchased or sold, please include the HUD-1 settlement form or other closing statement.**

**Income from Rent:** \$ \_\_\_\_\_

Include advance rents in the year made. Do not include security deposits that will be returned to the tenant.

## Expenses:

Advertising	\$ _____
Cleaning & maintenance	\$ _____
Commissions	\$ _____
Insurance	\$ _____
Legal & professional fees	\$ _____
Management fees	\$ _____
Mortgage interest paid (Please include all Forms 1098)	\$ _____
Repairs (separately list major improvements, such as a new roof)	\$ _____
Supplies	\$ _____
Real Estate taxes	\$ _____
Utilities	\$ _____
Major improvements & appliances (list separately by date)	\$ _____
Other (please attach an itemized list)	\$ _____
<b>Total Expenses except mileage &amp; depreciation:</b>	\$ _____

Did you pay \$600 or more to any person?  No

Yes; Please attach a copy of the 1099-MISC that you filed.

## Rental-related mileage:

**NOTE:** Keep a written mileage log showing the date, miles, and business purpose for each trip. The IRS does not allow a deduction for undocumented miles. If there are multiple vehicles, please attach a separate statement with a breakdown per vehicle.

Month/day/year vehicle was placed in service for business use: \_\_\_\_\_

Make, model, and year of vehicle \_\_\_\_\_

Total miles this vehicle was driven this year, regardless of purpose \_\_\_\_\_

Odometer reading 12/31: \_\_\_\_\_

Odometer reading 1/1: \_\_\_\_\_

**Total Rental-related miles driven for this property** \_\_\_\_\_