

# RENTAL PROPERTY WORKSHEET

*FILL OUT ONE SHEET FOR EACH PROPERTY - DO NOT COMBINE*

|                     |               |       |     |
|---------------------|---------------|-------|-----|
| Street Address      | City          | State | Zip |
| Date Rental Started | Property Type |       |     |

| RENTAL INCOME | AMOUNT |
|---------------|--------|
|---------------|--------|

|  |  |
|--|--|
| Total Rents Received <i>(Do not include refundable deposits)</i> |  |
|--|--|

| EXPENSES | AMOUNT |
|----------|--------|
|----------|--------|

|   |  |
|---|--|
| Advertising & Promotions <i>(Advertising for rental property)</i>                         |  |
| Business Miles Driven <i>(Miles driven for rental business)</i>                           |  |
| Cleaning and Maintenance* <i>(Any cleaning or maintenance costs)</i>                      |  |
| Commissions* <i>(Paid to rental agencies, etc.)</i>                                       |  |
| Insurance <i>(PMI, liability and/or umbrella policies)</i>                                |  |
| Legal and Accounting  |  |
| Management Fees* <i>(Paid for management by someone else)</i>                             |  |
| Interest - Mortgage <i>(Provide Form 1098)</i>  |  |
| Interest - Other <i>(Credit cards/other loans just for rental)</i>                        |  |
| Repairs* <i>(Repairs to rental property)</i>  |  |
| Supplies <i>(General supplies for rental property)</i>                                    |  |
| Taxes <i>(Property Taxes)</i>   |  |
| Utilities <i>(Paid by you for rental property)</i>  |  |
| Association Dues  |  |
| Rental License Fees   |  |
| Bank Charges <i>(Bounced check fees, etc.)</i>  |  |
| Appliances <i>(Use Equipment Worksheet to list multiple items)</i>                        |  |
| Improvements <i>(Major improvements - Use Equipment Worksheet to list multiple items)</i> |  |
| Furnishings <i>(Use Equipment Worksheet to list multiple items)</i>                       |  |

- \* **REQUIRED** - If you paid \$600 or more to subcontractors you must file form 1099-NEC for their labor cost by Jan 31st
- Provide Settlement Statement/Closing Disclosure for any purchase, sale or refinance
- Fill out one of these pages for **EACH RENTAL PROPERTY**
- If converting property to rental, we need Fair Market Value of property at time of conversion as well as your cost of buying and improving property

## AIRBNB, VRBO & SHORT TERM RENTAL

|  |  |
|--|--|
| How many days was property rented during the year? |  |
| Sales Tax Collected/Paid                           |  |
| Fees Paid to Online Services                       |  |
| Was average stay of guests 7 days or less?         | <input type="checkbox"/> YES <input type="checkbox"/> NO |