

# RENTAL PROPERTY WORKSHEET

*FILL OUT ONE SHEET FOR EACH PROPERTY - Do Not Combine*

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>(Bring 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>	

- NEW (\*) If you paid \$600 or more to subcontractors, you must file form 1099-Misc for their labor cost by Jan 31st.
- Bring 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?	Yes      No