

# 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 |