

RENTAL INCOME AND EXPENSES

Copy this page for each property if you have multiple properties

Property Address, City, State, Zip Code

Residential or Commercial Rental Property? [Circle One]

If residential and used personally provide: # Days used personally _____ # Days Rented _____

Rental Income: _____

Expenses:

Advertising	\$ _____	Repairs	\$ _____
Commissions & Fees	_____	Supplies	_____
Contract Labor	_____	Taxes - Real Estate	_____
Cleaning	_____	Utilities	_____
Insurance	_____	Telephone	_____
Legal & Professional	_____	Other	_____
Equipment - Less than \$100/item	_____	Other	_____
Management Fees	_____	Other	_____
Interest -Mortgage pd to banks	_____	Other	_____
Interest - Other	_____	Other	_____
Internet Service at property	_____	Other	_____
	_____	Other	_____

PURCHASES: Equipment - Over \$100/Item & Leasehold Improvements

Date Placed In Service	Cost	Item Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

DISPOSALS : Equipment - Over \$100/Item & Leasehold Improvements

Date Out of Service	Cost	Item Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

Personal expenses cannot be deducted - do not include personal expenses in your company's records.

If you use QuickBooks:

After you have completed all account reconciliations forward a backup copy do not forward a portable or accountants backup.

Identify any balances that you do not believe are correct and provide the correct amount.

If you DO NOT use QuickBooks:

After you have completed all account reconciliations print a copy of your financial statements

Identify any balances that you do not believe are correct and provide the correct amount.