



Rental Worksheet

Client Name: _____

Year: _____

General Property Information

Property Description/Nickname (if any): _____

Street Address: _____

City, State, Zip: _____

Select the property type:

- Single family residence
- Multi-family residence
- Vacation/Short-term rental
- Commercial
- Land
- Royalties
- Self-Rental
- Other _____

Purchased this year
 Sold this year
 Refinanced this year

If any of these apply, please provide the final closing statement.

Yes No Paid \$600 to an individual for services?
 Yes No Filed Form 1099 for the individual(s)?

of days property was rented _____
of days for personal use _____
% of ownership _____

This property is your main home.
If so, what % of the property was rented? _____ %
* We can help figure the % rented, if needed.

Income

Rent Income..... _____ Royalties..... _____

* Do NOT include security deposits in income, unless you retained the deposit (will not be returning it to the tenant).

* Please provide all 1099-MISC forms received for rental and royalty income.

Expenses - See next page for auto deduction and major improvements/renovations

Advertising..... _____	Outside Contractor(s)..... _____
Cleaning & Maintenance..... _____	Painting & Decorating..... _____
Lawn/Yard Maintenance..... _____	Plumbing..... _____
Pest Control..... _____	Supplies..... _____
Commissions & Fees..... _____	Property Taxes..... _____
Insurance _____	Licenses & Permits..... _____
Legal & Professional Services..... _____	Utilities..... _____
Property Management Fees..... _____	HOA Dues..... _____
Mortgage Interest: provide Form 1098..... _____	Other (list): _____
Repairs..... _____	_____
Appliance Repairs..... _____	_____
Electrical Repairs..... _____	_____

* Do NOT include auto expenses in this section. Enter auto mileage/expenses in Auto Deduction section on next page.

* If you made any major improvements/renovations that increased the value of your property, see next page.

Appliances, Furniture, Computers, and other Equipment purchased for rental property (\$500 or more)

Description: _____ Date: _____ Amount: _____

Description: _____ Date: _____ Amount: _____

Description: _____ Date: _____ Amount: _____

Major Improvements/Renovations that increased value of property (do not include repairs that restore value)

Improvements that should be included here are additions or major renovations that increase the value of your rental property. Replacing something that is broken or fixing something to return it to its original condition is considered a repair expense and should be reported in the expenses section on page 1 of the worksheet.

Description: _____

Date Completed: _____

Total Cost: \$ _____

Expenses: (Optional - This list is meant to help you calculate the total cost of the project)

- Materials/Supplies..... _____
- Outside Labor..... _____
- Licenses & Permits..... _____
- Equipment Rental..... _____
- Electrical..... _____
- Plumbing..... _____
- Painting..... _____
- Landscaping..... _____
- Other (list): _____
- _____
- _____

Auto Deduction

Provide information about vehicle(s) used in connection with the management of your rental property.

Do you have "evidence" to support your mileage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the "evidence" written?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* The main form of "evidence" is mileage logs. Appointment records, calendars, etc. can also be used.	

	<u>Vehicle 1</u>	<u>Vehicle 2</u>
Description (Make/Model/Yr):	_____	_____
Date business use began	_____	_____
Mileage:		
Total	_____	_____
Business	_____	_____
Commuting (home to rental)	_____	_____
Loan Interest	_____	_____
Parking & Tolls	_____	_____
Registration	_____	_____

Optional - Actual Expenses (generally not recommended unless vehicle is used 100% for rental property):

Purchase Price	_____	_____
Gas	_____	_____
Insurance	_____	_____
Repairs/Maintenance	_____	_____
Rent/Lease	_____	_____
Other (list): _____	_____	_____
_____	_____	_____