



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

Vacation/Short-term rental

Land

Self-Rental

Multi-family residence

Commercial

Royalties

Other _____

Purchased this year

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

Sold this year

Yes No Paid \$600 to an individual for services?

Refinanced this year

Yes No Filed Form 1099 for the individual(s)?

of days property was rented _____

This property is your main home.

of days for personal use _____

If so, what % of the property was rented? _____ %

% of ownership _____

* 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..... _____ Supplies..... _____

Cleaning & Maintenance..... _____ Property Taxes..... _____

Lawn/Yard Maintenance..... _____ Licenses & Permits..... _____

Pest Control..... _____ Utilities..... _____

Commissions & Fees..... _____ HOA Dues..... _____

Insurance _____ Other (list): _____

Legal & Professional Services..... _____

Property Management Fees..... _____

Mortgage Interest: provide Form 1098.... _____

Repairs..... _____

Outside Contractor(s)..... _____

Painting & Decorating..... _____

* 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 (\$2,500 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: \$ _____

Below is a list of expenses that you could include in the total cost of your renovation:

- * Materials/Supplies
- * Outside Labor
- * Licenses & Permits
- * Equipment Rental
- * Electrical
- * Plumbing
- * Painting
- * Landscaping

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? Yes No

If yes, is the "evidence" written? Yes 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)	_____	_____
Additional expenses you can deduct:		
Loan Interest	_____	_____
Parking & Tolls	_____	_____
Registration	_____	_____