

## Rental Property Organizer

Property Location \_\_\_\_\_  
 \_\_\_\_\_ Street Address  
 \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 County \_\_\_\_\_

### Rental Income

Attach Form(s) 1099 – Misc: Rental Income		
1099-MISC Payers Name	Box 1	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

### Rental Income not Reported on 1099-MISC

Renters Name	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

### Rental Expenses

Rental Property Purchase
If this rental property was purchased during the tax year, please send in a copy of the HUD statement (Department of Housing and Urban Development Settlement Statement), which you should have received at closing on the rental property. This is the final account of all of the costs and figures related to the deal such as the settlement costs, escrow deposits for taxes, commissions, loan fees, points, hazard insurance, and mortgage insurance.

Attach Form(s) 1098 – Mortgage Interest Expenses		
Lenders Name	Mortgage or LOC	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Vehicle Mileage	Amount
Business Miles driven between January 1 thru June 30	_____
Business Miles driven between July 1 thru December 31	_____
***PROVIDE PROOF OF MILEAGE***	

	Amount
Accounting.....	\$ _____
Advertising.....	\$ _____
Travel Expenses related to the care and management rental property:	
Lodging.....	\$ _____
Airfare.....	\$ _____
Meals.....	\$ _____
Parking & Tolls.....	\$ _____
<b>Cleaning &amp; Maintenance:</b>	
Lawn Maintenance.....	\$ _____
Cleaning.....	\$ _____
HOA Dues.....	\$ _____
Commissions.....	\$ _____
<b>Insurance:</b>	
Mortgage Insurance.....	\$ _____
Hazard Insurance.....	\$ _____
Flood Insurance.....	\$ _____
Homeowner's Insurance.....	\$ _____
Legal & Professional Fees.....	\$ _____
Management Fees.....	\$ _____
Mortgage Interest – Form 1098.....	\$ _____
Repairs.....	\$ _____
Supplies.....	\$ _____
Security.....	\$ _____
Real Estate Taxes Paid (Had to have been PAID in Tax year).....	\$ _____
Other Taxes.....	\$ _____
<b>Rental Utilities:</b>	
Power.....	\$ _____
Water.....	\$ _____
Sewage.....	\$ _____
Telephone.....	\$ _____
Cable.....	\$ _____
Internet.....	\$ _____
Eviction Fees.....	\$ _____
Background/Credit Inquiries.....	\$ _____
Other Rental Expenses	\$ _____
_____	\$ _____
_____	\$ _____

### Furnishings/Appliances Purchases for the Rental Property

Description	Purchase Date	New or Used	Cost
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

\*\*Please inform GVC of any furnishings/appliances you sold during the Tax Year so that it no longer appears on your tax return\*\*