

RP TAX SERVICE
A PROFESSIONAL TAX COMPANY
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Real Estate Tax Checklist

<u>Mileage</u>
Starting Mileage
Ending Mileage
Total Miles driven for the year
Training Miles
Education Miles
Showing Homes Miles
Open House Miles
Office Supply Purchase Miles
Closing Miles
Other Miles
Other Miles

<u>Advertising</u>
Business Cards
Signs / Newspaper Advertising/Online
Promotional Items
Other Advertising

<u>Office Expense</u>
Pens, Pencils, Paper
Calculator
New Computer Purchase
Ipad or Tablet
Computer Supplies
Computer Upgrades

<u>Educational Expenses</u>
Real Estate Classes
Continuing Education
Tuition/ Professional Development
Books

<u>Communication</u>
Cell Phone (Annual)
Internet (Annual)
New Cell Phone Purchase

<u>Legal and Professional</u>
License Fees
HAR/NAR
Desk Fee/ Office Rental
E & O Insurance
Referral Fees
Home Warranties
Business Gifts (limit \$25 per indiv)
Other

<u>Entertainment</u>
Business Meals
Other Entertainment

<u>Travel</u>
Parking
Airfare
Hotel
Tolls
Rental Car