

Rental Income and Expenses

Taxpayer Name

Property Information

Address (including unit number, city, state and zip)

Property type (place X next to applicable choice below)

single family residence

commercial

multi-family residence

land

vacation rental

other (explain)

Property owner (place X next to applicable choice below)

taxpayer

joint

spouse

Ownership percentage

Number of days rented at fair rental value

Number of days used personally

Active participation (yes/no)

(Enter yes if ownership is at least 10% and you made management decisions and/or arranged repairs)

Income

Rent Received

Amount on 1099-MISC

Amount by cash or check

Other rental income

Notes

1. If your rental is a new acquisition or refinance, we need a copy of HUD Statement
2. With this organizer, we need copies of 1099MISC, lease contract, property tax statements, year-end property management reports, 1098 from bank(s)
3. We do not need receipts for repairs, supplies & utilities. Keep for your record

Expenses

Advertising

Commissions

Management fees

Mortgage insurance (PMI)

Other insurance

Legal/Professional fees

Mortgage interest (1098)

Other interest

Utilities (garbage, water, gas, etc.)

Repairs

Supplies

Cleaning & maintenance

Real estate taxes

Other taxes / Licenses

Rental Mileage

Other expenses (HOA, Gardener, etc. - list below)

New Capital Asset / Renovation