

# Rental Income & Expenses Tax Organizer

Client's name

Please bring completed 1098s showing mortgage interest and property tax paid to your tax appointment.

Fill out one worksheet for each rental unit.

**For new clients only:** If you are a new client, we'll need information about prior depreciation. Please bring the depreciation worksheet from the previous year's tax return. If you converted the property to a rental this year, we'll need to know what you paid for it originally, when you purchased it, and the fair market value of the property at the time of conversion.

Property Name

Property Address

Property type

House

Condo

Apartment

Land

Other

## Income

Rent received \$

Security deposit received \$

Any other income or reimbursements related to this rental \$

## Expenses

Advertising \$

Cleaning and maintenance \$

Commissions \$

Insurance \$

Legal and professional fees \$

Management fees \$

Interest paid not shown on 1098s	\$
Repairs (under \$500 each)*	\$
Supplies, hardware, etc.	\$
Tools (under \$500 each)**	\$
Property tax not shown on 1098s	\$
Utilities	\$
Condo, HOA or gate fees	\$
Cell phone (business portion only)	\$
Internet (business portion only)	\$
Home warranty	\$

## Travel

Air	\$
Hotel	\$
Ground	\$
Meals and entertainment	\$

\* Repairs and improvements over \$500 each:

*Please provide list describing each repair and improvement made, amounts paid, and date improvement was put in place. Note that there are important differences between repairs and improvements; please discuss with us if you are not certain.*

\*\* Tools and equipment over \$500 each:

Please provide list of the items, amounts paid, and dates purchased.

## Other expenses

\$  
\$  
\$  
\$  
\$

# Transportation

If you have used your vehicle for rental purposes, please provide the following:

Year, make and model

Total miles this year

Business miles