

# SCHEDULE E WORKSHEET - INCOME FROM RENTAL PROPERTY

## COMPLETE A SEPARATE SCHEDULE FOR EACH PROPERTY

### PROPERTY INFORMATION

Taxpayer name: \_\_\_\_\_ Tax year: \_\_\_\_\_

Address location of property: \_\_\_\_\_

Description of property \_\_\_\_\_

Type of property? ☐ Residential rental ☐ Commercial rental ☐ Other (describe) \_\_\_\_\_

Who owns this rental property? ☐ Taxpayer ☐ Spouse ☐ Joint ☐ Other (describe) \_\_\_\_\_

Total number of rental units in this property \_\_\_\_\_

If the property, based on physical space, is not 100% rental use, what % of the property is used for rental activities? \_\_\_\_\_

### RENTAL ACTIVITY

1. Number of days the property was occupied by you, a member of your family or any individual not paying rent at fair market value \_\_\_\_\_
2. Number of days the property was rented during the year \_\_\_\_\_
3. Number of days the property was not occupied but available for rent \_\_\_\_\_
4. If short-term rental (i.e. Air BnB), average number of nights each guest rented property \_\_\_\_\_

### GENERAL QUESTIONS

**YES** **NO**

- |                                                                                                                                                                                   |       |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 5. Is this a new property? If yes, provide the purchase settlement statement.                                                                                                     | _____ | _____ |
| 6. Was this property first placed in service during the calendar year? If yes and not a new property please provide the adjusted cost basis of the property.                      | _____ | _____ |
| 7. Did you sell your property this year? If yes, please provide the selling settlement statement.                                                                                 | _____ | _____ |
| 8. Did you make any payments during the year that would require you to file Form(s) 1099 (i.e. payments to subcontractors > \$600)?                                               | _____ | _____ |
| A. If yes, did you file Form (s)?                                                                                                                                                 | _____ | _____ |
| 9. Did you participate in the management of the property (i.e. decide on tenants, rents, repairs etc.)?                                                                           | _____ | _____ |
| 10. Did you use your vehicle this year? If so, please complete a vehicle expense worksheet for each vehicle used during the tax year.                                             | _____ | _____ |
| 11. Were any assets sold, retired, or converted to personal use during the year? If yes, list the assets sold including date acquired, date sold, sales price, and original cost. | _____ | _____ |
| 12. Were any capital improvements made or assets purchased this year? If yes, list improvement/asset purchase price for items > \$2,500. Include copies of purchase invoices.     | _____ | _____ |
| 12. If short-term rental (i.e. Air BnB) were there any significant services provided such as breakfast?                                                                           | _____ | _____ |

### SUMMARY OF RENTS RECEIVED AND EXPENSES

Please use the table on page 2.

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PROPERTY ADDRESS \_\_\_\_\_

### SUMMARY OF RENTS RECEIVED AND EXPENSES

If property is 100% rental, based on physical space, enter expenses in Column A only.

If property is < 100% rental, based on physical space, enter **direct rental only expenses in Column A** and **combined property expenses in Column B**, such as property taxes. Don't duplicate the same expenses in Column A and B.

Income	Amount
Total rents received	

	Column A	Column B
	Rental Only Costs	Total Property Costs
Expenses		
Advertising		
Cleaning and maintenance		
Commissions		
Insurance		
Legal and professional - Tax Prep		
Legal and professional - Other		
Management Fees		
Miscellaneous		
Mortgage interest		
Other interest		
Property taxes		
Repairs		
Supplies		
Travel		
Utilities		
Vehicle (Use vehicle worksheet)		
Capital improvements:		
Capital improvements:		
Capital improvements:		