

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 business? ☐ Taxpayer ☐ Spouse ☐ Joint ☐ Other (describe) _____

Total number of rental units in this property _____

If the property, based on physical space is not 100% rental, 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 closing statement (HUD-1) | _____ | _____ |
| 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 closing statement (HUD-1). | _____ | _____ |
| 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. 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 partial rental, based on physical space, enter direct rental only expenses in Column A and combined property expenses, such as property taxes, in Column B. 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:		