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Schedule E Tax Preparation Guide:

Physical Address of Property: \_\_\_\_\_  
\_\_\_\_\_

Property Type: \_\_\_\_\_ Days Rented: \_\_\_\_\_

Date of Purchase: \$ \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Rents Received: \$ \_\_\_\_\_

Expenses:

Advertising: \_\_\_\_\_

Auto/Travel/Mileage: \_\_\_\_\_

Vehicle Make/Model/Year: \_\_\_\_\_

Cleaning/Maintenance: \_\_\_\_\_

Commissions: \_\_\_\_\_

Insurance: \_\_\_\_\_

Legal/Professional Fees: \_\_\_\_\_

Management Fees: \_\_\_\_\_

Mortgage Interest: \_\_\_\_\_

Repairs: \_\_\_\_\_

Supplies: \_\_\_\_\_

Real Estate Taxes: \_\_\_\_\_

Utilities: \_\_\_\_\_

Depreciation: \_\_\_\_\_

Other: \_\_\_\_\_

Capital Improvements: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

By completing this form, you are providing a summary of expenses that have been documented and verified. The tax preparer does not verify nor confirm the accuracy of the expenses. The tax preparer merely reports the information provided by you.

Instructions/Guide:

Property Type: Single Family, Multi-Family, Vacation-Short Term Rental, Commercial, Land, Royalties, Self-Rental

Date of Purchase: Original date of purchase and original purchase price.

Rents Received: If multi-family, please designate amount from each unit.

Expenses:

Advertising: Website maintenance, business cards, online ads, newspaper ads, cost of listing.

Auto/Travel: Mileage used to/from property, purchase goods/repair equipment, collect rents.

Cleaning Maintenance: Expenses on maintaining property including supplies. Snow removal, lawn care, etc.

Commissions: Listing commissions, rental management company, real estate agents.

Insurance: Property Insurance, liability insurance, umbrella policies.

Legal/Professional Fees: Attorney fees for leases, tax preparation fees.

Management Fees: HOAs, Rental Company management fees, maintenance fees, association dues.

Repairs: Repairs and maintenance costs are those costs that keep the property in an ordinarily efficient operating condition. Not Capital Improvements, see below.

Supplies: Expenses necessary to maintain/clean the property. Not capital purchases.

Utilities: Common area utilities or utilities not paid by renter. If single utility for owner occupied building, divide per unit.

Depreciation: Calculated from previous tax returns, if first year with FRTG, please provide prior amortization/depreciation schedule.

Capital Improvements: Expenses incurred for roofs, windows, appliances. These expenses will be deducted based on amortization schedule. A capital improvement is classified as an expense that improves the quality of the property not simply maintaining the property.