

Rental Income & Expenses Organizer

Tax Year:

This checklist is to be used as a guide and starting point for organizing rental income and expenses and may not include all potential deductions or credits. If you have additional expenses or income not included on the organizer that you feel could be used when preparing your income tax return, please document those in the NOTES section and discuss these with your tax preparer.

Please verify the information for accuracy as this information will be included on your tax return that will be submitted to the IRS. Additionally, it is the responsibility of the tax payer to collect and retain all supporting documentation for your files.

Please bring the completed organizer with you to your appointment. Should you have additional questions, feel free to contact us by email: dollartax@dollarincometax.com or phone: 404-753-8048.

Name:

Total # Properties:

In addition to completing the organizer, there are additional documents we'll need to complete your taxes. Below is a list of items we will need before we can prepare your taxes:

- ☐ **Prior Years Asset Detail Schedule** - This schedule is a part of your prior year tax return. It details all assets placed into service for your rental property (house, land, furniture, etc.). If it was not included when you sent your prior year tax return to us, please send it now.
- ☐ **Copies of Tax Forms** - Please make sure that any copies of 1099s, 1098s, or any other tax forms that are related to your rental property(ies) are included. ****PLEASE DO NOT SEND ORIGINALS****
- ☐ **Additional Items** - Although the organizer is fairly comprehensive, it is certainly possible that there are items pertinent to your taxes that are not addressed. Please include these documents with your organizer.

If there are questions or sections you are not sure about, please note them and we will discuss them before finalizing and filing your returns. When your organizer is complete and you have compiled the above information, please bring them to our office when you complete your return.

Questions/Notes:

Preparer Notes:

Reviewed by:

Date:

Rental Income & Expenses Organizer Property List		Tax Year:
Name:		
Property 1 (Check type of Property)		
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family <input type="checkbox"/> Vacation/Short Term <input type="checkbox"/> Land <input type="checkbox"/> Commercial <input type="checkbox"/> Self-rental <input type="checkbox"/> Other:		
Street:		
City, State, Zip:		
Date Purchased		
Purchase Price:		
Date Sold, if app:		
Date First Rented:		
Rent Received:		
Security Deposit (for current year):		
Major Improvements (Type/Date/Cost) Ex. Appliances, Roof, Carpeting, Paint, gutters, siding, plumbing, etc.		
ANNUAL Expenses	Yearly Total:	
Advertising:		
Appraisal Fees:		
Association Fees:		
Bank Charges:		
Cleaning/Maintenance:		
Collection Expenses:		
Equipment Rental:		
Property Insurance:		
Mortgage Insurance (PMI):		
Labor/Casual Help:		
Legal/Professional Fees:		
Management Fees:		
Mortgage Interest:		
Other Interest:		
Office Expenses/Supplies:		
Pest Control:		
Postage/Shipping:		
Real Estate Taxes:		
Repair Cost Paid to Others:		
Security:		
Storage:		
Supplies/Materials:		
Sanitation/Garbage:		
Travel Lodging Costs:		
Travel Meal Costs:		
Utilities:		
Web / Internet:		
Landscaping:		
Auto / Travel:	See Vehicle & Auto Organizer	
Mileage:	See Vehicle & Auto Organizer	
Other:		
Property # 2 (Check type of Property) <input type="checkbox"/> N/A		
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family <input type="checkbox"/> Vacation/Short Term <input type="checkbox"/> Land <input type="checkbox"/> Commercial <input type="checkbox"/> Self-rental <input type="checkbox"/> Other:		
Street:		
City, State Zip:		
Date Purchased		
Purchase Price:		
Date Sold, if app:		
Date First Rented:		
Rent Received:		
Security Deposit (for current year):		
Major Improvements (Type/Date/Cost) Ex. Appliances, Roof, Carpeting, Paint, gutters, siding, plumbing, etc.		
ANNUAL Expenses	Yearly Total:	
Advertising:		
Appraisal Fees:		
Association Fees:		
Bank Charges:		
Cleaning/Maintenance:		
Collection Expenses:		
Equipment Rental:		
Property Insurance:		
Mortgage Insurance:		
Labor/Casual Help:		
Legal/Professional Fees:		
Management Fees:		
Mortgage Interest:		
Other Interest:		
Office Expenses/Supplies:		
Pest Control:		
Postage/Shipping:		
Real Estate Taxes:		
Repair Cost Paid to Others:		
Security:		
Storage:		
Supplies/Materials:		
Sanitation/Garbage:		
Travel Costs:		
Utilities:		
Web/Internet:		
Landscaping:		
Auto/Travel:	See Vehicle & Auto Organizer	
Mileage:	See Vehicle & Auto Organizer	
Other:		
Other:		

Rental Income & Expenses Organizer – ADDITIONAL Properties		Tax Year:
Name:		
Property # _____ (Check type of Property)		
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family <input type="checkbox"/> Vacation/Short Term <input type="checkbox"/> Land <input type="checkbox"/> Commercial <input type="checkbox"/> Self-rental <input type="checkbox"/> Other:		
Street:		
City, State, Zip:		
Date Purchased		
Purchase Price:		
Date Sold, if app:		
Date First Rented:		
Rent Received:		
Security Deposit: (for current year):		
Major Improvements (Type/Date/Cost) Ex. Appliances, Roof, Carpeting, Paint, gutters, siding, plumbing, etc.		
ANNUAL Expenses	Yearly Total:	
Advertising:		
Appraisal Fees:		
Association Fees:		
Bank Charges:		
Cleaning/Maintenance:		
Collection Expenses:		
Equipment Rental:		
Property Insurance:		
Mortgage Insurance:		
Labor/Casual Help:		
Legal/Professional Fees:		
Management Fees:		
Mortgage Interest:		
Other Interest:		
Office Expenses/Supplies:		
Pest Control:		
Postage/Shipping:		
Real Estate Taxes:		
Repair Cost Paid to Others:		
Security:		
Storage:		
Supplies/Materials:		
Sanitation/Garbage:		
Travel Costs:		
Utilities:		
Web/Internet:		
Landscaping:		
Auto/Travel:	See Vehicle & Auto Organizer	
Mileage:		
Other:		
Other:		

Property # _____ (Check type of Property)	
<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family <input type="checkbox"/> Vacation/Short Term <input type="checkbox"/> Land <input type="checkbox"/> Commercial <input type="checkbox"/> Self-rental <input type="checkbox"/> Other:	
Street:	
City, State Zip:	
Date Purchased	
Purchase Price:	
Date Sold, if app:	
Date First Rented:	
Rent Received:	
Security Deposit(for current year):	
Major Improvements (Type/Date/Cost) Ex. Appliances, Roof, Carpeting, Paint, gutters, siding, plumbing, etc. .	
ANNUAL Expenses	Yearly Total:
Advertising:	
Appraisal Fees:	
Association Fees:	
Bank Charges:	
Cleaning/Maintenance:	
Collection Expenses:	
Equipment Rental:	
Property Insurance:	
Mortgage Insurance:	
Labor/Casual Help:	
Legal/Professional Fees:	
Management Fees:	
Mortgage Interest:	
Other Interest:	
Office Expenses/Supplies:	
Pest Control:	
Postage/Shipping:	
Real Estate Taxes:	
Repair Cost Paid to Others:	
Security:	
Storage:	
Supplies/Materials:	
Sanitation/Garbage:	
Travel Costs:	
Utilities:	
Web/Internet:	
Landscaping:	
Auto/Travel:	See Vehicle & Auto Organizer
Mileage:	
Other:	
Other:	