

## *Rental Property Worksheet*

*(Use a separate sheet for each property. Do not duplicate expenses.)*

Address of property: \_\_\_\_\_ City \_\_\_\_\_

Owned by: \_\_\_ Client \_\_\_ Spouse \_\_\_ Jointly    Ownership %: \_\_\_\_\_

Days rented: \_\_\_\_\_ Days rented at fair market value: \_\_\_\_\_

Days of personal use (including use by relatives): \_\_\_\_\_

**If property was purchased or sold, please include the HUD-1 settlement form or other closing statement.**

**Income from Rent:** \$ \_\_\_\_\_

Include advance rents in the year made. Do not include security deposits that will be returned to the tenant.

**Expenses:**

Advertising	\$ _____
Cleaning & maintenance	\$ _____
Commissions	\$ _____
Insurance	\$ _____
Legal & professional fees	\$ _____
Management fees	\$ _____
Mortgage interest paid (Please include all Forms 1098)	\$ _____
Repairs (separately list major improvements, such as a new roof)	\$ _____
Supplies	\$ _____
Real Estate taxes	\$ _____
Utilities	\$ _____
Major improvements & appliances (list separately by date)	\$ _____
Other (please attach an itemized list)	\$ _____
<b>Total Expenses except mileage &amp; depreciation:</b>	<b>\$ _____</b>

Did you pay \$600 or more to any person?

\_\_\_ Yes; Please attach a copy of the 1099-NEC                      \_\_\_ No

**Rental-related mileage:**

**NOTE:** Keep a written mileage log with the date, miles, and business purpose for each trip.

The IRS disallows deductions if there is no log. Attach a statement for each vehicle used.

Month/day/year vehicle was placed in service for business use: \_\_\_\_\_

Make, model, and year of vehicle \_\_\_\_\_

Total miles this vehicle was driven this year, regardless of purpose \_\_\_\_\_

Odometer reading 12/31: \_\_\_\_\_

Odometer reading 1/1: \_\_\_\_\_

**Total Rental-related miles driven for this property 1/1-6/30** \_\_\_\_\_

**Total Rental-related miles driven for this property 7/1-12/31** \_\_\_\_\_

**Energy Related:** List all energy-saving improvements. Extra tax savings are available for Solar Panels, heating and cooling systems, windows, insulation, hot water tanks, among other items. Note if financed.