

RENTAL WORKSHEET - INCOME AND EXPENSES

Use this form if rental is PART of your home.*

Record Keeping Reminder: These figures must be backed up by receipts which contain the date, item and business purpose.

Credit card statements may not contain all of the necessary information so actual receipts should be kept.

Name _____

2017

Are any properties short-term AirBnB type rentals? _____

Yes or No

If so, what services do you provide to your guests? _____

Does a family member live in the rental space? (circle one)

Yes or No

	If new or different from last year:
	Tenant Sq.Ft. =
	Whole Structure Sq.Ft. =

Income			Notes
Rent received (not including security deposit)		\$	
Did you keep any part of a security deposit after renters moved out? If yes, how much		\$	
Expenses**	Expense for Whole House	Expense JUST for the Rental Area	Notes
Advertising	XXX		**Please don't do the math.
Cleaning			If the expense applies to the
Commissions/manager fees	XXX		whole house, we will calculate
Insurance		XXX	
Legal, professional/tax prep			
Mortgage interest		XXX	
Other interest (credit card just for rental)			
Repairs:			
Carpentry			
Electrical			
Plumbing & heating			
Painting/decorating			
Property taxes		XXX	
Utilities:			
Electricity			
Heat			
Water & sewer			
Cable			
Internet			
Yard care			
Other (list*)			

*Could include: snow plowing, septic or furnace maintenance, chimney cleaning, travel, postage . . .

Miles traveled for management or maintenance of property _____

Do you have a log of your mileage? Yes No

Please see page 2 for "Assets / Equipment".

RENTAL WORKSHEET - ASSETS / EQUIPMENT

Name _____

Year

2017

Location of Property _____

Improvements (costing more than \$2,500)

<u>Description</u>	<u>Date</u>	<u>Cost</u>



New Appliance or Equipment

<u>Item</u>	<u>Date</u>	<u>Cost</u>	<u>New or Used?</u>	<u>Notes</u>

Appliance or Equip Sold or Retired

<u>Item</u>	<u>Date</u>	<u>\$\$ Rec'd</u>	<u>Expenses</u>	<u>Sold or Scrapped?</u>

**CHECK LAST YEAR'S DEPRECIATION SCHEDULE TO MAKE SURE ALL ITEMS ARE CURRENT
 (Look at last year's return or call or e-mail and we will send you a list!)**

