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**Tax Preparation Specialists**

**Tax Information for Rental Income/Expenses**  
(Complete a Sheet for *EACH* Rental Property)

**Income:**

- \_\_\_\_\_ Money Received from Tenants
- \_\_\_\_\_ Money Received from Third Parties
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_

**Expenses:**

- \_\_\_\_\_ Advertising (newspapers, referral fees, other)
- \_\_\_\_\_ Air Conditioner - Purchase or Service
- \_\_\_\_\_ Alarm System
- \_\_\_\_\_ Appliance Purchase and Repair
- \_\_\_\_\_ Association Dues
- \_\_\_\_\_ Bad Debts
- \_\_\_\_\_ Bank Fees (for Rentals only)
- \_\_\_\_\_ Bookkeeping
- \_\_\_\_\_ Books, publications, subscriptions, dues (other than association dues)
- \_\_\_\_\_ Casual Labor
- \_\_\_\_\_ Cleaning & Maintenance
- \_\_\_\_\_ Commissions
- \_\_\_\_\_ Credit Checks
- \_\_\_\_\_ Deposit Refunds Reported as Income
- \_\_\_\_\_ Drapes – Purchase and Cleaning
- \_\_\_\_\_ Equipment Purchases this year

Schedule E  
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- \_\_\_\_\_ Floor Covering Purchase and Repair
  - \_\_\_\_\_ Furniture Purchase and Repair
  - \_\_\_\_\_ Hot Water Heater – Purchase and Repairs
  - \_\_\_\_\_ Improvements to Property (not otherwise listed)
  - \_\_\_\_\_ Insurance
  - \_\_\_\_\_ Interest – Mortgage
  - \_\_\_\_\_ Interest – All Other
  - \_\_\_\_\_ Keys
  - \_\_\_\_\_ Lawn Care (Mowing, Flowers, Shrubs, Trees, Mower Gas, Tools Purchased Other)
  - \_\_\_\_\_ Legal and Professional Fees including Eviction Fees
  - \_\_\_\_\_ Licenses
  - \_\_\_\_\_ Locks
  - \_\_\_\_\_ Lock Boxes
  - \_\_\_\_\_ Management Fees
  - \_\_\_\_\_ Mileage – Total Business
  - \_\_\_\_\_ Notary Fees
  - \_\_\_\_\_ Office Supplies
  - \_\_\_\_\_ Paging Service/Cell Phone Expense
  - \_\_\_\_\_ Painting
  - \_\_\_\_\_ Pest Control
  - \_\_\_\_\_ Postage
  - \_\_\_\_\_ Promotional items (not including advertising)
  - \_\_\_\_\_ Real Estate Taxes Paid
  - \_\_\_\_\_ Repairs
  - \_\_\_\_\_ Storage
  - \_\_\_\_\_ Supplies (other than office supplies)
  - \_\_\_\_\_ Taxes (other than real estate)
  - \_\_\_\_\_ Tools
  - \_\_\_\_\_ Travel Expense
  - \_\_\_\_\_ Utilities (including trash pickup)
  - \_\_\_\_\_ Wages Paid to Employees
  - \_\_\_\_\_ Employee Benefits Paid
  - \_\_\_\_\_ Other \_\_\_\_\_
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