

RENTAL PROPERTY INCOME AND EXPENSE ORGANIZER

Client Name: _____ Date: _____

Property Street Address _____

City, State, Country, Postal Code _____

You need to report rental income and expenses if you rented real estate for more than 14 days during the year. If you had rental income but did not rent property for a profit, you must still report income and expenses but additional rules apply.

- Improvements to property are depreciated, not expensed. Examples of improvements include:
 - New roof, deck or fence, siding
 - New furnace, dishwasher, range or other appliance
 - Remodeling or room additions, electrical and plumbing upgrades
 - Landscaping, trees and shrubs
 - New carpet or other flooring, insulation
 - New cabinetry or furnishings

Asset Depreciation Worksheet					
<ul style="list-style-type: none">• You must report the purchase and disposition of all assets you used in your business .• Provide the following information for each asset bought or sold this year: (i.e: carpet, roof, stove, computer, car)					
Property Improvements & Assets Purchased			Property and Assets Sold or Disposed of		
Description of Improvement	Purchase Date	Purchase Cost in US\$	Description	Disposition Date	Sales Price
Original home purchase and capital improvements prior					
Improvements					
Improvements					
Improvements					

Dates when property first put into rental : _____

Dates property was available for rental : _____ to _____.

Travel Expenses related to rental property: \$ _____

Airfare, Bus, Train, Taxi: \$ _____

Total miles driven in personal car for rental property business: _____ miles

Lodging while out of town on rental property business: \$ _____

Parking, and tolls incurred while dealing with property business: \$ _____

Operational Income and Expenses of Rental Property

Income	
Total Rents received	
Portion of rents reported on Form 1099-K	
Non-refundable deposits received	
Refundable rental deposits received	
Rental deposits forfeited by tenants	
Value of service or property received in lieu of rent	
Rents refunded	
TOTAL Rental Income	\$
Advertising	
Auto & Travel <i>(complete worksheets on page 2)</i>	
Association Dues/Fees	
Cleaning & Maintenance	
Commissions	
Insurance	
Improvements <i>(list on page 1)</i>	
Legal & Professional	
Management Fees	
Interest - Mortgage paid to banks	
Interest - Other	
Repairs	
Supplies	
Taxes	
Tax Preparation Fees	
Utilities - Electric	
Utilities - Gas	
Utilities - Water/Sewer	
Utilities - Garbage	
Telephone, Cell, Internet	
Yard/Landscaping maintenance	
Other Expenses	
Other Expenses	
TOTAL Expenses	