

SPECIALITY WORKSHEET FOR RENTALS

Client Name:

Tax Year:

Advertising

Alarm System

Association Dues

Bank Service Charges

Cleaning & Maintenance

Commissions

Credit Checks

Insurance

Interest - Mortgage

Interest - Other

Keys/Locks

Legal Fees

Licenses/Permits

Management Fees

Mileage for rental

Office Expenses

Outside Services

Postage

Professional Fees

Repairs/Maintenance

Storage - Rental

Supplies

Taxes - Property

Taxes - Rental Tax

Tools

Travel (lodging)

Travel (meals)

Utilities (electric/gas)

Utilities (water)

Utilities (trash)

Other

Major Purchases - Please list type & date of purchase

Rental Income

Note: Refundable deposits should NOT be included in the total rental income for the year. They should only be included if you retain any portion of the refundable deposit. The amount you retain is the amount to report. Non-refundable deposits should be reported in the year received.

Any expenses shown should be ordinary and necessary in your rental activity.