SPECIALITY WORKSHEET FOR RENTALS

Client Name:	Tax Year:
Advertising	Professional Fees
Alarm System	Repairs/Maintenance
Association Dues	Storage - Rental
Bank Service Charges	Supplies
Cleaning & Maintenance	Taxes - Property
Commissions	Taxes - Rental Tax
Credit Checks	Tools
Insurance	Travel (lodging)
Interest - Mortgage	Travel (meals)
Interest - Other	Utilities (electric/gas)
Keys/Locks	Utilities (water)
Legal Fees	Utilities (trash)
Licenses/Permits	Other
Management Fees	Major Purchases - Please list type & date of purchase
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Office Expenses	
Outside Services	Rental Income
Postage	

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.