

## 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 \_\_\_\_\_

**2015**

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. =

<b>Income</b>			<b>Notes</b>
Rent received (not including security deposit)		\$	
Did you keep any part of a security deposit after renters moved out? If yes, how much		\$	
		<b>Expense JUST for the Rental Area</b>	
<b>Expenses</b>	<b>Expense for Whole House</b>	<b>Expense JUST for the Rental Area</b>	<b>Notes</b>
Advertising	XXX		
Cleaning			
Commissions/manager fees	XXX		
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

**2015**

Location of Property \_\_\_\_\_

**Major Improvements**

<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!)**

