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 acctual receipts should be kept.

Name_____ **2018**

Are any properties short-term AirBnB type rentals? Yes or No

If so, what services do you provide to your guests? _____

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. =

Income			**Notes**
Rent received (not including security deposit)		$	
Did you keep any part of a security deposit after renters moved out? If yes, how much		$	
Expenses**	**Expense for Whole House**	**Expense JUST for the Rental Area**	**Notes**
Advertising	XXX		**Please don't do the math.
Cleaning			If the expense applies to the
Commissions/manager fees	XXX		whole house, we will calculate
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

Did you issue a Landlord Certificate to your tenant(s)?
They will get their renter's rebate faster if you do it online.

Please see page 2 for "Assets / Equipment".

RENTAL WORKSHEET - ASSETS / EQUIPMENT

Name_____ Year: **2018**

Location of Property_____

Major Improvements (costing more than $2,500)

Description	Date placed in Service	Cost

New Appliance or Equipment

Item	Date placed in Service	Cost	New or Used?	Notes

Appliance or Equip Sold or Retired

Item	Date placed in Service	$$ Rec'd	Expenses	Sold or Scrapped?

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!)