



**RENTAL PROPERTY INCOME AND EXPENSE WORKSHEET**

<b>Description of Property</b> _____	<b>Income</b>	<b>Amount</b>
<b>Address of Property</b> _____	Rents Received	
<b>% of Occupancy or Ownership (if not 100%)</b> _____	Deposits Forfeited	
<i>If less than 100%, you should pro-rate the income and expense items accordingly.</i>	Other Income -	
	Other Income -	
	<b>Total Income</b>	

<b>Expenses</b>	<b>Amount</b>		<b>Amount</b>
Accounting		Supplies	
Advertising		Taxes - Real Estate	
Association Dues		Taxes - Water and Sewer	
Auto and Travel (see mileage method below)		Taxes - Other	
Cleaning and Maintenance		Telephone (usually only Long Distance)	
Commissions		Utilities - Electric	
Insurance		Utilities - Gas/Oil	
Legal and Professional Fees		Utilities - Water/Sewer	
Management Fees		Other - Accounting and Tax Preparation	
Miscellaneous		Other - Landscaping/Gardening	
Interest - Mortgage		Other - Snow Removal	
Interest - Other		Other - Refuse Removal	
Painting and Decorating		Other Expense -	
Pest Control		Other Expense -	
Repairs - Plumbing and Electrical		Other Expense -	
Repairs - Appliances		Other Expense -	
Repairs - Other		Other Expense -	
<b>Total Expenses</b>			

**Automobile Mileage**

*Miles driven in your personal vehicle can be deducted using a standard rate (for example, trips to the property, the hardware store, or the bank to deposit rents, etc.) Please provide the following information for your mileage deduction.*

Year and Make of Vehicle \_\_\_\_\_ Total miles driven related to property only \_\_\_\_\_  
 Total miles driven in year (all miles) \_\_\_\_\_ Tolls and parking fees related to property only \_\_\_\_\_

**Capital Assets (Depreciation)**

*Identify capital purchases below; including appliances, equipment, furniture, vehicles or property improvements*

Description of Asset	Date Acquired	Cost

*Identify capital assets sold or disposed of below*

Description of Asset	Date of Disposal	Amount Received

**The information that is here-in provided is, to the best of my knowledge, accurate and valid. I realize that I am solely responsible for what is reported on my income tax return.**

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