

RENTAL PROPERTY ORGANIZER

Print Your Name: _____

Date: _____

Address _____

Total Number of Days Property was Available for Rent _____
 Total Number of Days Home was used for personal residence (if applicable) _____

RENTAL INCOME

Total Rent Received _____

EXPENSES

Advertising _____
 Printing _____
 Legal & Professional Fees _____
 Office Expenses _____
 Repairs & Maintenance _____
 Supplies _____
 Lawn Care _____
 Utilities _____
 Trash Removal _____
 Pest Control _____
 Painting _____
 Management Fees _____
 Other _____
 Other _____

INSURANCE

Property Insurance _____
 Liability Insurance _____
 Other _____

INTEREST

Mortgage Interest _____
 Credit Card (business) _____
 Other _____

TRAVEL

Hotels _____
 Airfare _____
 # of Business Overnight Stays _____
 Car Rental _____
 Other _____

TAXES & LICENSE

Property _____
 Other _____

OFFICE IN HOME

Mortgage Interest _____
 Property Taxes _____
 Home Insurance _____
 Electric _____
 Water _____
 Internet/Cable _____
 Other _____

Square Footage of Home _____
 Square Footage of Office _____
 Date First used as office _____

OFFICE IN SEPERATE LOCATION

Internet _____
 Electric _____
 Water _____
 Telephone _____
 Other _____

VEHICLE - You may use only 1 method

Standard Mileage Method
 Business Miles Jan-June _____
 Business Miles July-Dec _____
 Interest _____

Actual Expense Method
 Fuel _____
 Insurance _____
 Repairs _____
 Lease Payments _____
 Plates _____

Large Purchases for Rentals (Appliances, Furniture, Improvements, Etc.)

Date	Amount	Description	New or Used
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

New Clients Must Provide Copy of Previous Schedule E with depreciation Schedule

If you sold or purchased your property during the year, please provide the HUD settlement/closing documents.