

Rental Income & Expense Worksheet

Please use a separate worksheet for each rental unit.

Client Name _____

Address of Property: _____

Type of rental: Single Family Multi Family Vacation Commercial Land Other _____

Multi-Unit Rental: # of Units _____ What % is the building owner occupied? _____

Vacation property: How many days/months was it owner occupied during the year? _____

If rental was purchased and/or sold in current year, please provide a copy of the closing statements.

You are required to file information returns (1099-MISC) for any non-employee to whom you paid an aggregate of \$600 or more during the year for services. A copy of the 1099 must be provided to the recipients by **the end of January**. If you would like Kirsch CPA Group assist you in the preparation of the 1099-MISC forms, please contact our office.

Rental Income Total **Total Rents** \$ _____

Expenses

Advertising	\$ _____	Other Interest	\$ _____
Auto & Travel	\$ _____	Repairs	\$ _____
Cleaning/Maintenance	\$ _____	Supplies	\$ _____
Commissions	\$ _____	Taxes - Real Estate and Other	\$ _____
Insurance	\$ _____	Utilities - Gas, Sewage, Electric, Water, Cable	\$ _____
Legal/Professional Fees	\$ _____	_____	\$ _____
Management Fees/Association Fees	\$ _____	_____	\$ _____
Mortgage Interest (Form 1098)	\$ _____	_____	\$ _____
			TOTAL \$ _____

Assets Purchased / Capital Improvements

<u>Description</u>	<u>Date Purchased</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		TOTAL \$ _____

Vehicles Used In Business

Do you have written records? Yes No

Standard Mileage Allowance*

	Car #1	Car #2
Total miles driven for year	_____	_____
Miles used for business	_____	_____
Miles used for commuting	_____	_____
Miles used for personal use	_____	_____
Parking fees & tolls	_____	_____

* If you prefer to list actual expenses, see page 2

Business Auto Purchased this year.

	Car #1	Car #2
Total cost of automobile	\$ _____	\$ _____
Date purchased	_____	_____
Old Auto continued use for business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade-in value or sale price of old auto	\$ _____	\$ _____

Itemized Expenses for Vehicle used in Business

If you prefer to list actual expenses and use your vehicle **more than 50%** for business purposes then list actual expenses below. *If you are taking per mile allowance then skip the actual expenses below.*

Vehicle Actual Expenses:	Car #1	Car #2
Repairs/Parts	_____	_____
Fuel	_____	_____
License Fees	_____	_____
Insurance	_____	_____
Other (give list)	_____	_____
Interest on business auto debt	_____	_____