

Rental Property Worksheet

Client Name: _____

Location of Property: _____

Did you pay anyone over \$600 in cash or check for the year? _____

If yes, did you issue them a 1099 form? _____

If not, do you intend on issuing it or would you like us to issue it for you? _____

Do you provide any substantial services for the rental? (meals, snacks, daily cleaning, laundry services, etc.)? _____

of Days Rented: _____

of Days Personal Use: _____

Rental Income	
Advertising	
Travel Expenses-hotels	
Travel Expenses-meals	
Cleaning/Maintenance	
Lawn Care/Snow Removal	
Insurance	
Legal/Professional Fees	
Management Fees	
Interest	
Repairs	
Painting/Decorating	
Supplies	
Real Estate Taxes	
Utilities (heat, gas, elec, water)	
Licenses	
HOA Fees	
Pest Control	
Miscellaneous	
TOTAL Expenses	

(Continued →)

Travel Expenses- Mileage

Total Miles for the Year	
Rental Miles for the Year	

Remodel/Large Items (ie – Appliances, Carpet, AC, Water heater)		
Description of Property	Date Acquired/Place in Service	Cost or Other Basis

Additional information needed to complete return: _____

Any Rental Property Sold or Disposed of during the year (please list with dates sold or disposed of, descriptions of the property & sale amount):
