

# RENTAL INCOME and EXPENSES COMPLETE A SEPARATE FORM FOR EACH PROPERTY

PROPERTY ADDRESS	
NUMBER OF RENTAL UNITS	
FEDERAL ID NUMBER	

RENTS RECEIVED (Don't include security deposits held in escrow)	
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If you did not personally occupy any unit in your rental property - use only the fully deductible column

If you occupied one of your rental units (i.e. owner occupied duplex) you should use BOTH columns

\*Partially deductible expenses = money spent on common areas (e.g. outside of building, basement, hallways)

\*\*Fully deductible expenses = money spent on rental units only

RENTAL EXPENSES	* PARTIALLY DEDUCTIBLE	** FULLY DEDUCTIBLE	EXPENSES CONTINUED	* PARTIALLY DEDUCTIBLE	** FULLY DEDUCTIBLE
Advertising			Dues/Education		
Cleaning / Maintenance			Entertainment/Meals		
Insurance			Equipment		
Legal / Professional			Furnace Repair		
Tax Preparation Fees			Gifts to Tenants		
Management Fees			Janitor/Yard Work		
Mortgage Int. (Pd To Bank)			Laundry Machine Rental		
Contract For Deed			Locks/Keys		
Other Interest ( e.g. Credit Cards)			Office Supply/ Postage		
Repairs			Online Service		
Supplies			Painting		
Real Estate Taxes			Pest Control		
Electricity / Heat			Right of Way		
			Storm Sewer		
Water/Sewer			Roof Repair		
Trash Hauling			Security Deposit Interest		
Appliance Repair			Small Tools		
Bank Charges			Snow Removal		
Business Phone Expense					
Carpet Cleaning			Gross Wages		
Condo Assn. Fees			Employer Portion FICA		
Contract Labor			FUTA Tax		
Drain Cleaning			UC Fund		

## CAPITAL EXPENSES / IMPROVEMENTS (Such as new roof, windows, cabinets, flooring, carpet, appliances, etc.)

DATE PURCHASED	DESCRIPTION	COST * PARTIALLY DEDUCTIBLE ITEM	COST ** FULLY DEDUCTIBLE ITEM

AUTO EXPENSES – Indicate total miles driven to rental property to show apartments, do repairs, collect rents, and go to stores to pick up supplies, the post office, the bank, etc.	
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## VACATION HOME USE

Number Of Days Rented	
Number Of Personal Use Days ( include as personal use the days spent working on the property)	