



Rental Properties Expense and Intake

Name: _____
 Rental Address: _____

Phone: _____
 Original Purchase Price: _____
 Purchase Date/Conversion Date: _____

Rental Income	
Rent Received	\$ -
Sale of Assets	\$ -
Sale of Home	\$ -
Total:	\$ -

Small Repairs (under \$500)	
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
Total:	\$ -

Operational Expense	
Advertising	\$ -
Cleaning and Maintenance	\$ -
Home Owners Insurance	\$ -
Suplimental Insurance/Warrentee Coverage	\$ -
Legal and Professional Fee's	\$ -
Management Fees	\$ -
Mortgage Interest	\$ -
Other Interest	\$ -
Operational Supplies	\$ -
Real Estate Taxes	\$ -
Utilities	\$ -
HOA Dues	\$ -
Pest Control	\$ -
Security/Alarm Expense	\$ -
Contract Services (Landscaping, Pool Cleaning)	\$ -
Bank/Financial Fee's	\$ -
Office Supplies	\$ -
Office Equipment/Computer/Printer	\$ -
PO Box Rental	\$ -
Postage Expense	\$ -
Other:	\$ -
Other:	\$ -
Total:	\$ -

Permenant Improvments and Upgrades	
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
List:	\$ -
Total:	\$ -

Related Travel Expense to check on Rental Property	
Airfare	\$ -
Parking & Tolls	\$ -
Lodging	\$ -
Bus/Trolley/Car Rental/Taxi	\$ -
Meals and Entertainment	\$ -
Other:	\$ -
Total:	\$ -

Communication Expense	
Cell Phone Usage	\$ -
Percentage of Work Related Use	0%
Cell Phone Purchase	\$ -
Cell Phone Accessories	\$ -
Total:	\$ -

****Please Round to the Nearest Dollar*****



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 Sierra Vista, Arizona 85635
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Name:

Phone:

New Depreciable Assets	
List:	\$ -
Date Purchased:	
List:	\$ -
Date Purchased:	
List:	\$ -
Date Purchased:	
List:	\$ -
Date Purchased:	
List:	\$ -
Date Purchased:	
List:	\$ -
Date Purchased:	

Vehicle Year/Make/Model:

Mileage Log Related to Rental Activities	
Miles to Rental Address	
Miles to Supply Store	
Miles for Rental Errands (PO,Bank)	
Other:	
Other:	
Total Business miles	0.0

All Mileage for the Year	0.0
Average Daily Commute	0.0

*** Take Picture of Odometer at beginning of the Year***

*** Take Picture of Odometer at end of the Year***

*** Keep a Daily Milage Log of all work related Milage***

Example of a milage log entry

Name of Buisness or Person				Milage Log	
Vehicle Year/Make/Model:		2009 Ford Flex		Month/Year: April, 2016	
Date	Beginning Address	Ending Address	Miles	Business Purpose	Initials
04/06/16	555 Don Jaun Ln, 85747	260 S. Terace Ave, 85635	67.3	Driving to Check Point	
04/06/16	260 S Terace Ave, 85635	555 Don Jaun Ln, 85747	67.3	Driving Back to Base	
04/11/16	178 Bad Cave Rd, 85622	555 Don Jaun Ln, 85747	26.7	Mandatory Training	

You may Qualify to take a Home Office Deduction, Answer both Questions Below to Determine if you Do.

- Do you use part of your home exclusively for managing your Rental Property? **Yes** **No**
- Is your Home Office your primary place of business related to your Rental Property? **Yes** **No**

If you answered "No" to either question, you do not qualify to take a Home Office Deduction.

If you answered "Yes" to both questions, you may qualify to take a Home Office Deduction, Please fill out the Home Office Worksheet.

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