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Tax Organizer For Rental Properties

Formfmt\toclient\homeoffice.xls

Taxpayer Name: _____ **For Tax Year:** _____

	Property A	Property B	Property C
Property Street Address:			
Rental Income			
Expenses			
Advertising			
Auto Mileage & Travel			
Cleaning & Maintenance			
Commission			
Insurance			
Legal & Professional Fees			
Management Fees			
Mortgage Interest			
Other Interest			
Repairs (Not Remodeling/Renovation)			
Supplies			
Property Taxes			
Total Utilities (electricity, gas, etc)			
Other Expense (List)			
Snow Removal			
Furniture/Equipment			
Remodeling/Renovation			

If you purchased the property this year, please provide:

Purchasing Date			
Purchasing Price Including Land			
Closing Cost			
Cost of Land			

If you sold this property this year, please provide:

Date of Sale			
Sale Price			
Sale Expense			
Depreciation Claimed			

I, the undersigned, understand that tax laws require me to keep records & retain all receipts, cancelled checks, and other evidence to prove income and deductions claimed. I will be responsible for the accuracy of the above information.

Signature & Date_____

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"Make sure to hire a CPA when you have a business or your tax is complicated"