

Tax Matters

2052 Newport Boulevard, Suite 6, Costa Mesa, California 92627-7158



RENTAL PROPERTY

Client:

ID#:

Tax Year

The purpose of this worksheet is to help you organize your tax deductible business expenses and **maximize your deductions**. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

| Advertising | | Management Fees | | Utilities | |
|---------------------------|-----------------------------|---------------------------------|-----------------------------|---|-------------------------------|
| | Advertising - Newspapers | | Credit Checks | | Beepers |
| | Advertising - Other | | Property Management Company | | Cell Phone |
| | Advertising - Referral Fees | | Property Manager - On Site | | Electricity |
| | TOTAL | | TOTAL | | Gas |
| Auto and Travel | | Mortgage Interest Paid to Banks | | | Long Distance |
| | Mileage - Advertising | | First Trust Deed | | Paging Service |
| | Mileage - Bank | | Second Trust Deed | | Pay Phone Calls |
| | Mileage - Business | | TOTAL | | Sewer |
| | Mileage - Buying Supplies | Other Interest | | | Telephone |
| | Mileage - Collecting Trip 2 | | Interest Paid | | Telephone Answering Serv |
| | Mileage - Collecting Rent | | TOTAL | | Trash |
| | Mileage - Evictions | Repairs | | | Water |
| | Mileage - Insurance Agent | | Air Conditioner - Service | | TOTAL |
| | Mileage - Other | | Dishwasher | Other | |
| | Mileage - Repairs | | Electrical | | Storage - Rental |
| | Mileage - Showing Unit | | Equipment | | Travel - Away Overnight |
| | TOTAL | | Equipment - Rental | | TOTAL |
| Cleaning and Maintenance | | | Hot Water Heater - Repairs | Landscaping | |
| | Carpeting | | Oven | | Gardener |
| | Draperies | | Plumbing | | Lawn Care - Flowers |
| | Painting | | Refrigerator | | Lawn Care - Mower Gas |
| | Pool | | Roof | | Lawn Care - Mowing |
| | Windows | | Stove | | Lawn Care - Other |
| | TOTAL | | Structure | | TOTAL |
| Commissions | | | Other | Wages | |
| | Casual Labor | | TOTAL | | Payroll |
| | Commissions | Supplies | | | Payroll Taxes |
| | TOTAL | | Draperies - purchase | Equipment Depreciation (From Prior Years) | |
| Insurance | | | Keys | | |
| | Earthquake | | Lawn Care - Tools Purchased | Equipment Purchased (This Year) | |
| | Fire | | Lock Boxes | | Air Conditioner - Purchase |
| | Liability | | Locks | | Alarm System |
| | TOTAL | | Office Supplies | | Hot Water Heater |
| Legal & Professional Fees | | | Pool Supplies | | Other |
| | Association Dues | | Postage | | TOTAL |
| | Automatic Payment Fees | | Storage Filing Cabinets | Gross Income | |
| | Bookkeeping | | Tools | | Rental Income |
| | Legal Fees - Evictions | | Other | | Washer & Dryer Income |
| | Licenses | | TOTAL | | Other Income |
| | Notary Fees | Taxes | | | TOTAL |
| | Pest Control | | Property Taxes | | Purchase Price or |
| | Rental Bank Charges | | Supplemental Property Taxes | | FMV-Date of Conversion |
| | TOTAL | | TOTAL | | Land Value |