

# RENTAL PROPERTY INCOME TAX PREPARATION ORGANIZER

**WHO OWNS PROPERTY**

**RENTAL UNIT #**

**RENTAL ADDRESS:**

(Monthly detail is optional)	<u>TOTAL</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
<b>RENTS ACTUALLY RECEIVED (do not include deposits)</b>													
<b>EXPENSES:</b>													
Advertising													
<b>Automobile (see reverse side for detail)</b>													
Books & publications													
Cleaning & maintenance													
Commissions													
Insurance													
Legal, accounting & other professional fees													
Management fees													
Mortgage interest paid to bank (agrees with Form 1098)													
Mortgage interest paid to individual (receive a 1099? y or no)													
Other interest, detail													
Repairs, detail separately all items repaired which cost over \$500													
Supplies													
Taxes (agrees with Form 1098)													
Other taxes, detail													
Utilities													
Depreciation, prior year Form 4562 or separate list of assets													
Postage													
Promotional imprinted items													
Printing costs													
Subcontract labor (1099 required if pay over \$600)													
Telephone, long distance or toll calls													
Wages paid to casual labor, need receipt from person													
Other-describe													
Other-describe													
<b>TOTAL EXPENSES</b>	\$												
<b>NET INCOME (LOSS may be limited)</b>	\$												

**TEDDER CONSULTING**  
**CPA FOR THE REALTY PEOPLE**  
 701 Lakeview Rd., Durham, NC 27712  
 ph (919) 724-7967 fax (919) 694-3350  
 diane@tedderconsulting.com  
 www.tedderconsulting.com

Books written by C. Diane Tedder, CPA, MST  
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Essential Homeowners Tax Manual  
Tax Guide for Residential Rental Property  
Achieving Balance and Profit as a Business Owner  
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**OUR SPECIALITY IS:**

**\*REAL ESTATE BROKER OFFICES**  
**\*REAL ESTATE AGENTS & \* RENTAL PROPERTY OWNERS**

# RENTAL PROPERTY INCOME TAX PREPARATION ORGANIZER

**RENTAL UNIT #**

**RENTAL ADDRESS:**

**Total mileage on auto and mileage when auto used for rental business**

(Example, to and from rental property, post office, building supply store)

	TOTAL	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Auto total mileage for year													
Rental related business mileage													

**If auto is used 100% for rental, complete this section**

Date purchased \_\_\_\_\_ Make & year of auto purchased \_\_\_\_\_ Cost at purchase \_\_\_\_\_  
 Date leased \_\_\_\_\_ Make & year of auto leased \_\_\_\_\_ Cost if you had bought it \_\_\_\_\_  
 Date auto sold \_\_\_\_\_ Amount received from auto sale \_\_\_\_\_ Amount received from trade-in \_\_\_\_\_

	TOTAL	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
If auto is owned, monthly payment													
If auto is leased, monthly leased payment													
Gas													
Repair & maintenance, include amounts under \$300 ea													
Auto insurance													
Car washes													
License plate													
Other expenses, describe													
<b>TOTAL AUTO EXPENSES</b>	\$												

*If this is first year you owned this auto, include copy of closing papers*

*List here or on a separate piece of paper, all repairs and improvements that cost over \$300 each*

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