

### RENTAL INCOME AND EXPENSES

(Complete a separate worksheet for each property)

<b>Your Name</b>	<b>Client ID</b>	<b>Tax Year</b>	
<b>Description of property</b>			
Location of property			
Type of property	residential	multi-family	
		vacation rental	
		nonresidential	
Date purchased	Cost	amount at risk	
Ownership	you %	spouse %	
		other %	
Date of placed in service	Date of taken out of service		
Number of days available for rental	number of days property rented out		
Number of days of personal use (occupied by you, family member or any individual not paying at FMV)			
total number of days occupied			
<b>Rental Encome and Expenses</b>			
passive loss carryforward from prior year	repairs made by tenants in exchange		
<b>income</b>	for lower rent		
rentals reported on 1099-MISC	security deposit		
rents received (not deposit)	<b>TOTAL RENTAL</b>		
<b>Expense</b>			
Advertising	Depreciation of property		
Commission and fee paid (1099MISC)	HOA fee		
Management fee	Gardening		
Business phone/long-distance calls	Travel other than auto expense (worksheet)		
Cleaning/maintenance	Auto expense (worksheet)		
Office supplies & expense	Meal/Entertainment		
Contract labor (1099MISC)	Business phone/long-distance calls		
Legal & Professional fee	Utilities (electricity/water)		
Mortgage interest paid (form 1098)	Insurance (not include health insurance)		
point paid (must be amortized)	Assessments		
Refinance fee (closing statement)	Garbage removal		
Other interest (bank charges)	Tax prepration fee		
Real estate Taxes paid	Other (list)		
Repairs (not including improvements)	<b>TOTAL EXPENSE</b>		
<b>Adjusted basis of property and depreciation</b>			
Purchase Price of Property (please attach a copy of settlement statement)			
Furnishing portion (if any)			
Capital Improvements made to property before it was made available for rent:			
If you converted a personal property to a rental property, Please provide an appraiser's report			
Value of land in the property			
Basis for depreciation			
Depreciation in current year			
Accumulated depreciation claimed in prior years			
<b>List any capital improvements made to the property during the tax year:</b>			
These are improvements made that add to its value, prolong its useful life, or adapt it to new uses.			
	description	date placed-in-service	
		cost basis	
1			
2			
3			
4			
<b>Questions</b>			
1	Was all the rental income received from tenants on a written lease exceeding six months?	Yes	No
2	Was State Sales tax collected from the tenant and paid to the state?	Yes	No
	If yes, is the State Sales Tax included in the amount for "Rental Income" listed above	Yes	No
3	Have you prepared (or will you prepare) your 2012 County Personal Property Tax Return?	Yes	No
	If no, would you like us to prepare the County Personal Property Tax Return as required?	Yes	No
4	Have you filed Form 1099-MISC for payments over \$600 in rental property expenses?	Yes	No
	If no, would you like us to file the form for you (required to be delived by January 31)?	Yes	No
5	Did you actively participate in the operation of the rental proeprty during the year?	Yes	No
6	Did you or your spouse performed more than 1/2 of personal services in real proeprty trade?	Yes	No
7	Did you or your spouse performed more than 750 hours of personal services in real proeprty trade?	Yes	No

Signature \_\_\_\_\_

Date \_\_\_\_\_