



Rental Property Worksheet

Client: _____

Tax Year: _____

Property address:

Rents		Office Supplies	
Other Rental Income		Office Supplies-Pens, Pencils	
Total Rental Income:		Office Supplies-Receipt Books, Other	
		Outside Service	
		Painting	
Advertising		Pest Control	
Accounting		Postage	
Air Conditioning-Purchase		Printing	
Alarm Service/Equipment		Referral Fees	
Association Dues		Repairs	
Bank Charges		Storage	
Casual Labor		Supplies	
Cleaning & Maintenance		Taxes	
Commissions		Tools	
Credit Check Fees		Telephone-Answering Service	
Deposit Refunds		Telephone-Cellular	
Drapes-Cleaning		Telephone-Long Distance	
Drapes-Purchase		Telephone-Other	
Hot Water Heater- Purchase		Transportation Expense	
Improvements		Utilities	
Insurance			
Interest-Mortgage			
Interest-Other		Equipment Purchased:	
Keys			
Lawn Care-Mowing, Flowers, Tools, Other			
Legal Fees			
License			
Lock Boxes			
Locks			
Management Fees			