

Rental Income/Expenses for Corporations, Partnership, & Non-Profits
YOU MUST FILL OUT A SEPARATE FORM FOR EACH RENTAL PROPERTY

Note: If this is the first year, we need either the closing statement when you purchased the property or exactly what you paid for it and we will need the city/county assessment for either the year of purchase, which is the most preferred, or current assessment.

Entity Name: _____ **Tax Year** _____

Property Type (Single Family, Duplex, Etc.): _____

Property Address: _____

- 1. Number of personal use days:** _____
- 2. Number of days available for rent:** _____
(If first year rented) – What was the date available for rent: _____
- 3. Did you rent to a family member or to anyone related at all?** _____
- 4. Hours spent working/maintaining the property (Only this property)** _____

Income

Rent (Only include security deposit if you will not return it) _____

Expenses

Advertising Expenses: _____

Auto – (Reimbursed by entity): _____

Cleaning Expense: _____

Conferences and Seminars (Must be directly related to rental investments): _____

Home Improvements & Appliances (See Next Page)

Home Remodel (See Next Page)

Hotel (Only if property is out of town): _____

Interest Expense (Mortgage) (Please provide Form 1098): _____

Insurance (Property): _____

Legal Expense (Only related to this property): _____

Management Fees: _____

Office Supplies: _____

Other Expenses (List what it is and amount): _____

Pest Control: _____

Postage and Shipping: _____

Repairs (Not new items): _____

Supplies: _____

Taxes - Business Personal Property: _____

Taxes – Real Estate (If not paid by escrow and showing on Form 1098): _____

Utilities: _____

Yard Exp. (Paying someone to cut grass and things like that): _____

See page two

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Appliances: (Must list each appliance with date, amount, and what it is)

1. _____
2. _____
3. _____
4. _____
5. _____

Home Improvements (Must list each improvement with date, amount, and description, but total it by improvement):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Home Remodel (Use the last date of expenses):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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Page 1 & 2, needs a separate form per property, page 3 is only done once.

Profit & Loss for Company as a whole
Only prepare one Profit & Loss

Income:

Interest Income (If over \$10.00 we need 1099): _____

Dividend Income (If over \$10.00 we need 1099): _____

Refund/Reimbursements: _____

Expenses:

Accounting Fees: _____

Auto & Travel (If vehicle is owned by entity): _____

Bank Fees: _____

Guaranteed Payments to partners (Partnership only): _____

Legal Fees (For company rather than property): _____

Office Supplies: _____

Postage: _____

State Corporation Corporate Fee: _____

For Entities that file IRS Form 1120, 1120S, and 1065

1. Cash in accounts (December 31st): _____

2. New loans taken (List institution and amount as of Dec 31st): _____

3. Were any loans paid off? _____

4. Loans to shareholders/partners (List by person & amount as of Dec 31st) _____

5. Loan from shareholders/partners (List by person and amount as of Dec 31st) _____

For Entities the file IRS Form 1120S & 1065

1. Money distributed to partners/shareholders (Please list by partner/shareholder name) _____

2. Paid in Capital (Money Shareholders/Partners put into the company) (List by person & amount) _____