



Rental Income & Expense Worksheet – use separate worksheet for each property

Name _____ Year _____ Address of Property _____

Is this property jointly owned? _____

Is this property rented to a relative, are you charging less than fair market amount? YES NO

Are you actively involved in managing this property? YES NO

Is this property commercial or farm rental, residential rental, or low income residential rental? _____

Is this property used as a vacation home or recreational unit? Number of days rented: _____ Number of days used by you or your family: _____

If there has been a purchase, refinancing, financing for improvements, etc. or sale of property bring in contracts.

If this property partly rental, partly personal: Total number of square feet of entire structure: _____

Total number of square feet used 100% by tenants: _____

Income (security deposits are not considered income by the IRS until you keep all or part of it)

Tenant's Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total

Expenses (do not include any expense that is 100% personal)

Advertising													
Auto/Travel - miles													
- Lodging													
- Food													
Cleaning/Maintenance - supplies													
- Equipment													
- Snow removal													
- Lawn care													
Commissions/Contract Labor													
Insurance													
Legal/Professional Fees													
Management Fees													
Mortgage Interest – building/land (paid to financial institution only)													
Other Interest													
Repairs													
Supplies													



Expenses (continued)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Postage and Delivery													
Taxes													
Utilities													
Telephone													
Salaries and Wages													
Other:													
Other:													

Major Purchases and Improvements

Item Purchased	Date Purchased	New/Used	Cost including sales tax	Item Traded	Date of Trade	Date Acquired	Cost of item traded

Sales of Disposition of Property Used for this Rental Unit

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expense of Sale	Original Cost

1099's: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Non-filing penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payment(s).

Name	Address	Tax ID or Social Security #	Amount	Purpose of Payment