

Accutax Income Tax Services, Inc.
Rental Property Income and Expense Worksheet

Description of Property _____	Income	Amount
Address of Property _____	Rents Received	
% of Occupancy or Ownership (if not 100%) _____	Deposits Forfeited	
<i>If less than 100%, you should pro-rate the income and expense items accordingly.</i>	Other Income -	
	Other Income -	
	Total Income	

Expenses	Amount	Amount
Accounting		Supplies
Advertising		Taxes - Real Estate
Association Dues		Taxes - Water and Sewer
Auto and Travel (see mileage method below)		Taxes - Other
Cleaning and Maintenance		Telephone (usually only Long Distance)
Commissions		Utilities - Electric
Insurance		Utilities - Gas/Oil
Legal and Professional Fees		Utilities - Water/Sewer
Management Fees		Other - Accounting and Tax Preparation
Miscellaneous		Other - Landscaping/Gardening
Interest - Mortgage		Other - Snow Removal
Interest - Other		Other - Refuse Removal
Painting and Decorating		Other Expense -
Pest Control		Other Expense -
Repairs - Plumbing and Electrical		Other Expense -
Repairs - Appliances		Other Expense -
Repairs - Other		Other Expense -
Total Expenses		

Automobile Mileage

Miles driven in your personal vehicle can be deducted using a standard rate (for example, trips to the property, the hardware store, or the bank to deposit rents, etc.) Please provide the following information for your mileage deduction.

Year and Make of Vehicle _____ Total miles driven related to property only _____
 Total miles driven in year (all miles) _____ Tolls and parking fees related to property only _____

Capital Assets (Depreciation)

Identify capital purchases below; including appliances, equipment, furniture, vehicles or property improvements

Description of Asset	Date Acquired	Cost

Identify capital assets sold or disposed of below

Description of Asset	Date of Disposal	Amount Received

The information that is here-in provided is, to the best of my knowledge, accurate and valid. I realize that I am solely responsible for what is reported on my income tax return.
