

**RENTAL PROPERTY
INFORMATION**

ADDRESS: _____

TYPE OF STRUCTURE: _____

DATE RENTAL BEGAN (OR ONGOING): _____

IF NEW THIS YEAR, PURCHASE PRICE OF THE HOUSE OR YOUR COST BASIS: _____
IF NEW THIS YEAR, ATTACH CLOSING DOCUMENTS

DO YOU LIVE IN THE HOUSE AS WELL? _____

WHAT PERCENTAGE OF HOUSE IS IN RENTAL? _____

RENTS RECEIVED _____
NON REFUNDABLE DEPOSITS
RECEIVED _____

ADVERTISING _____

TENANT SCREENING _____

LICENSE AND PERMITS _____

BANK FEES _____

COMMISSIONS _____

POSTAGE/MAIL COSTS _____

FORMS/APPLICATIONS _____

PROPERTY MANAGEMENT FEES PAID

CLEANING COSTS

SUPPLIES

CLEANING SERVICES

CARPET CLEANING

DUMPSTER/HAULING

MAINTENANCE

REPAINTING FOR NEW TENANTS

YARD

INSURANCE

HOMEOWNERS

MORTGAGE INSURANCE

LEGAL OR PROFESSIONAL FEES PAID

MORTGAGE INTEREST

Provide 1098

*ATTACH MORTGAGE STATEMENT

PROPERTY TAX

Provide property tax statement

POINTS PAID ON NEW LOAN _____
*ATTACH CLOSING DOCUMENTS ON REFINANCING

OTHER INTEREST _____

HOME EQUITY LOAN, LINE OF CREDIT, COMSUMER LOANS _____

REFINANCING FEES _____

REPAIRS (Supplies needed for repairs should be calculated and totaled)

PLUMBING _____

WIRING _____

HEATING AND AIR _____

ROOF AND EXTERIOR _____

WINDOWS AND SCREENS _____

LOCKSMITH _____

OTHER _____

Note: Improvements to the rental are depreciated, not expensed

SUPPLIES

CLEANING _____

OFFICE AND MANAGEMENT _____

Please do not list equipment or repair
supplies with cleaning supplies.
Toner, ink cartridges, paper, office
supplies, etc.

UTILITIES

WATER _____

POWER _____

GARBAGE _____

HEAT _____

PURCHASES AND IMPROVEMENTS

EXAMPLE: New carpets, cabinets, deck, roof, appliances, various renovations

DESCRIPTION OF IMPROVEMENT	DATE	COST OF IMPROVEMENT

Please add up the costs that go into the improvement and give total and description of improvement.

Please note any equipment/appliance costing \$200.00 or more needs to be depreciated, rather than expensed.
Please provide date of purchase, equipment description and amount paid.

PURCHASES AND IMPROVEMENTS (CONTINUED)

MECHANICAL SYSTEMS

FURNACE, AIR CONDITIONER, WATER HEATER

ITEM	DATE PURCHASED	COST

ANY OTHER EXPENSES

DATE	DESCRIPTION	Amount

Please note any equipment/appliance costing \$250.00 needs to also have date of purchase and equipment description

TOTAL MILEAGE: _____

RENTAL MILEAGE _____

OTHER TRAVEL (Bus, Air, Train) Please list separately

