



**Rental Checklist**

**\*\* Please Print Clearly \*\***

Name \_\_\_\_\_  
Property Address \_\_\_\_\_  
\_\_\_\_\_

Days rented at fair market value \_\_\_\_\_

Days of personal use (do not include days you worked on the property) \_\_\_\_\_

**Yes No**  
**Yes No**

Did you make any payments that would require you to file Form 1099 ?

If yes, did you or will you file all required Form(s) 1099 ?

**INCOME**

\$ \_\_\_\_\_ Total rent received

**EXPENSES**

\$ \_\_\_\_\_ Advertising

Auto expense

Total miles \_\_\_\_\_ Business miles \_\_\_\_\_

\$ \_\_\_\_\_ Auto expense (parking and tolls)

\$ \_\_\_\_\_ Cleaning and Maintenance

\$ \_\_\_\_\_ Commissions

\$ \_\_\_\_\_ Insurance

\$ \_\_\_\_\_ Legal and Other professional fees

\$ \_\_\_\_\_ Management fees

*Attach Form 1098* Mortgage interest

\$ \_\_\_\_\_ Other interest

\$ \_\_\_\_\_ Repairs

\$ \_\_\_\_\_ Supplies

\$ \_\_\_\_\_ Taxes

\$ \_\_\_\_\_ Utilities

**Large Purchases**

Appliances

Carpeting/ Flooring

Furniture

Renovations

Etc.

***Provide receipts and do NOT include in totals***

**OTHER EXPENSES (PLEASE LIST)**

**\*\* OTHER EXPENSES MAY INCLUDE: REGISTRATION FEES, HOA DUES \*\***

<u>Amount</u>	<u>Description</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____

**\*\* IF YOU REFINANCED AN EXISTING PROPERTY OR PURCHASED A NEW PROPERTY IN 2021 INCLUDE THE SETTLEMENT SHEET\*\***

**\*\* IMPORTANT \*\***

Please retain receipts for your records.  
Only submit those specifically requested for large purchases.

**FOR OFFICE USE ONLY**

Tax prep	\$ _____
Depreciation	\$ _____
Amortization	\$ _____
	\$ _____
Total Expenses	\$ _____
Net	\$ _____