Depreciation						
Property Address:						
Asset	*Date Purchased*	*Cost*	*Date Placed in Service*	*Date Sold or Taken Out of Service*	*Selling Price*	*Trade-In?*

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service in prior years.

Types of Rental Income	Description
Advance rent	An amount received prior to the period the payment covers.
Payment for cancelling a lease	Any amount paid by a tenant to cancel a lease.
Expenses paid by tenant	Any amount paid by a tenant on behalf of the landlord to cover maintenance or improvement expenses.
Property or services	The FMV of property or services received in lieu of rent.

Rental Income	
Date	*Rents Received*
Total	

Security Deposits

A security deposit is not included in rental income when received if the property owner plans to return it to the tenant at the end of the lease. If any amount is kept during the year because the tenant did not live up to the terms of the lease, include that amount as rental income. If an amount called a security deposit is to be used as a final payment of rent, it is advance rent and is included as income in the year received.

Note: Individual states have laws requiring payment of interest by landlords who hold security deposits of tenants. Check state laws for more information.

Contact Us

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions.
- Significant change in income or deductions.
- Job change.
- Marriage.
- Attainment of age 59½ or 70½.
- Sale or purchase of a business.
- Sale or purchase of a residence or other real estate.
- Retirement.
- Notice from IRS or other revenue department.
- Divorce or separation.
- Self-employment.
- Charitable contributions of property in excess of $5,000.

This brochure contains general information for taxpayers and should not be relied upon as the only source of authority. Taxpayers should seek professional tax advice for more information.

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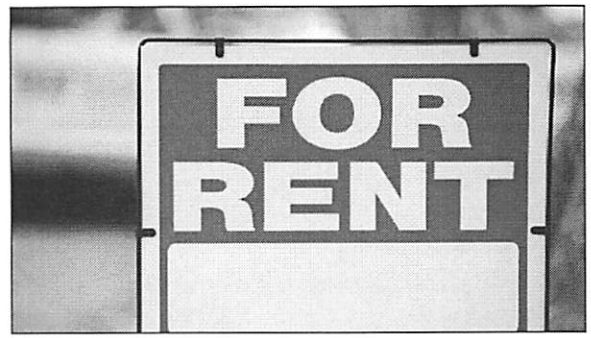
Rental Income and Expense Worksheet



Rental Expenses Worksheet

Property Address:

Date	Advertising	Cleaning and Maintenance	Commissions	Insurance	Legal and Professional Fees	Management Fees	Mortgage Interest	Other Interest	Repairs	Supplies	Taxes	Utilities	Other
Totals													

Rental Property Tax Organizer

Rental Income and Expenses

Indicate type of rental as "residential" or "nonresidential."

	Property A	*Property B*	*Property C*
	Type and location of property:	Type and location of property:	Type and location of property:
	Any personal use? Yes No	Any personal use? Yes No	Any personal use? Yes No
Date placed in service			
Rents received	$	$	$
Expenses			
Advertising	$	$	$
Cleaning and maintenance	$	$	$
Commissions	$	$	$
Insurance	$	$	$
Legal and professional fees	$	$	$
Management fees	$	$	$
Mortgage interest paid to banks	$	$	$
Other interest	$	$	$
Repairs	$	$	$
Supplies	$	$	$
Taxes	$	$	$
Utilities	$	$	$
Other (list)	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$

Property Information

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service before 2016.

Property Purchased. Treat the cost of improvements made to real property as the purchase of a new asset.

Asset	*Date purchased*	*Cost*	*Date placed in service*
		$	
		$	
		$	
		$	
		$	
		$	

Property Sold or Taken Out of Service

Asset	*Date sold or taken out of service*	*Selling price*	*Trade in?*
		$	
		$	
		$	
		$	
		$	
		$	